DOCUMENT RESUME

ED 024 810

VT 007 239

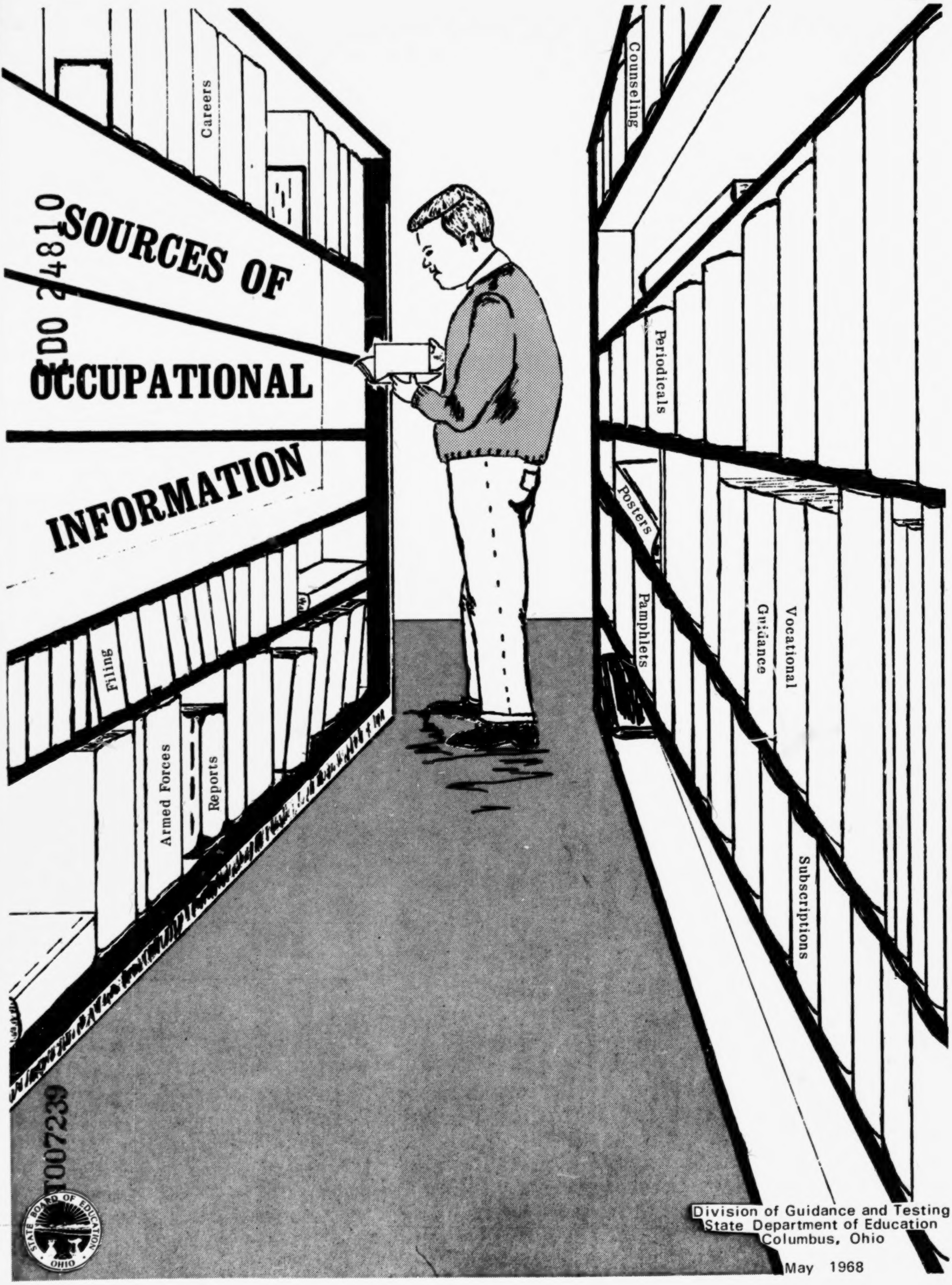
By- Tarrier, Randolph, Ed.
Sources of Occupational Information.
Ohio State Dept. of Education, Columbus. Div. of Guidance and Testing.
Pub Date May 68
Note- 82p.
EDRS Price MF-$0.50 HC-$4.20
Descriptors- *Annotated Bibliographies, Indexes (Locaters), *Information Sources, Occupational Guidance, Occupational Information, *Publications, Vocational Counseling

This publication identifies some of the many sources of occupational information and describes representative publications. All references cited have been published recently, contain general sources of information, and meet one or more of the following criteria: (1) present sources of available occupational information, (2) identify materials presenting occupational information for students, counselors, and other involved in educational services, or (3) describe techniques for gathering, organizing, and using occupational information. References are grouped according to source in order to eliminate duplication in listing publishers. Two separate indexes have been prepared--one by title and one by supplier--in order to provide easy access to the information. (CH)

C.2

ED0 24810

SOURCES OF OCCUPATIONAL INFORMATION



T007239

Division of Guidance and Testing
State Department of Education
Columbus, Ohio

May 1968

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

SOURCES OF OCCUPATIONAL INFORMATION

Edited by
Randolph Tarrier

Martin Essex
State Superintendent of Public Instruction

Published by

Divison of Guidance and Testing
State Department of Education
751 Northwest Boulevard
Columbus, Ohio 43212

May, 1968

FOREWORD

Locating appropriate up-to-date occupational and related educational information is one of the tasks which persistently faces counselors, school librarians, and teachers of group guidance units or courses. The purpose of this publication is to identify some of the many sources of occupational information and to describe some of the representative publications which are available. Hopefully, counselors will become better informed of the range of present resources and better equipped to evaluate new materials through use of this publication.

In preparation for this publication, an inquiry was sent to all contributors to our 1966 edition of "Sources of Occupational Information", to others who since that time have provided the Division of Guidance and Testing with copies of recent publications or information regarding such publications, and to any publishers of materials believed to be appropriate for listing in this edition. All references included have been published recently, contain general sources of information, and meet one or more of the following objectives:

1. Present sources of available occupational information.
2. Identify materials presenting occupational information for students, counselors, and others involved in educational services.
3. Describe techniques for gathering, organizing, and using occupational information.

References are grouped according to source in order to eliminate duplication in listing publishers. Two separate indexes have been prepared - one by title and one by supplier - in order to provide easy access to the information.

Randy Tarrier, District Guidance Supervisor for Northcentral Ohio, served as editor for this publication. Page layout was developed and final copy typed by Miss Sharon Rector, Guidance Services Section. Miss Sue Stillwagon served as illustrator for this publication.

John G. Odgers

John G. Odgers, Director
Division of Guidance and Testing

JGO/smr
May, 1968

TABLE OF CONTENTS

Page

Foreword.. iii

Table of Contents... v

U. S. Government Sources of Publications.................... 1

State Sources of Publications............................... 9

Armed Forces Sources of Publications........................ 21

Commercial Sources of Publications.......................... 27

Professional Sources of Publications and Periodicals........ 53

Professional Occupational Organizations..................... 59

Organization Index.. 69

Title Index

College... 73

Non-College... 77

UNITED STATES GOVERNMENT SOURCES OF PUBLICATIONS

SUPERINTENDENT OF DOCUMENTS
U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20402

Apprenticeship - Past And Present - The story of apprenticeship in the skilled trades since colonial days. (31 pages).

Characteristics of Professional Workers - Based on 1960 Census of Population. (145 pages) 12 tables. Provides statistics on professional workers in the U. S. by race, marital status, sex, income, years of schooling, weeks worked, number now returned to "Labor Force", occupation of spouse. Published by U. S. Bureau of the Census. Price: $1.

Counselor's Guide To Occupational and Other Manpower Information - An annotated bibliography of selected government publications. Up-to-date and accurate occupational and other manpower information is essential to wise vocational decisions. In recognition of this need, Federal, State, and Local government agencies are issuing an increasing number of publications which have implications for career decisions. Price: 50¢.

The Dictionary of Occupational Titles - Prepared by the United States Employment Service. Volume I, Definitions of Titles, 1965, 3rd Edition, Clothbound, $5. Volume II, Occupational Classification, 1965, 3rd Edition, Clothbound, $4.25.

Job Guide for Young Workers - U. S. Department of Labor, Bureau of Employment Security. 1963-64, 78 pages, 45¢. (1) employment prospects, (2) qualifications for job, (3) usual duties, (4) opportunities for advancement, (5) how and where job is obtained, and (6) characteristics of job for 112 different jobs most frequently held by young people leaving high school.

Negro Women Workers in 1960 - This bulletin examines the status of Negro women workers in 1960, and tells which industries employ Negro women, the occupations they hold, in what States they work, what their personal and family characteristics are, how much they earn, and how many have jobs or are unemployed. This data is compared with 1940 and 1950 information. Price: 30¢.

Occupation by Industry - Based on 1960 Census of Population. 146 pages. Lists numbers of persons by occupations and industries, by sex and age group. Published by U. S. Bureau of Census. Price: $1.25.

Occupational Characteristics - Based on 1960 Census of Population. 530 pages. 37 tables listing number of persons in several hundred occupations by sex, age, race, place of residence, earnings, years of schooling, marital status, hours and weeks worked, State of birth. Published by U. S. Bureau of Census. Price: $3.50.

Occupation, Earning and Education - Based on 1960 Census of Population. 305 pages. 6 Statistical tables. Covers only men and boys, 18-64. Relates earnings, education and occupation to each other for South, North and West. Published by U. S. Bureau of Census. Price: $2.

Occupational Outlook Handbook - 1968-69 Edition, U. S. Department of Labor, Bureau of Labor Statistics. More than 700 pages are well illustrated with pictures and charts, and provide information on about 700 occupations and 30 major industries. The occupational statements describe employment outlook, nature of work, and tell where to get additional information. Price: $4.25.

Occupational Outlook Quarterly - U. S. Department of Labor, Bureau of Labor Statistics. Issued four times during the school year, this magazine provides a means of keeping current on developments affecting employment trends and outlook between biennial editions of the Occupational Outlook Handbook. Annual subscription, $1.25.

BUREAU OF APPRENTICESHIP AND TRAINING
DIVISION OF INFORMATION AND PUBLICATIONS
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

The National Apprenticeship Program - Its' aims, organization, and how it operates.

An Employer's Guide To On-The-Job Training - Employer's step-by-step guide to obtaining financial and technical on-the-job training assistance under the Manpower Development and Training Act. (23 pages)

Joint Apprenticeship And Training Committees Handbook - Designed for the guidance of local building trades apprenticeship committees-outlines the functions of joint apprenticeship committees in the construction industry. (25 pages)

How To Train Workers On-The-Job - This manual is designed to help the skilled worker become a skilled instructor. It is a bridge between doing and teaching. (26 pages)

Need A Job - Leaflet outlines eligibility requirements for on-the-job training, aimed at the unemployed. (4 pages)

Train For A Skilled Job Through Apprenticeship - Flier addressed to high school students and graduates soliciting interest in apprenticeship.

Train For A Skilled Trade Through Apprenticeship - Flier addressed to veterans soliciting interest in apprenticeship.

Planned Training - Your Future Security - Booklet designed for high school students and counselors. (10 pages)

Setting Up An Apprenticeship Program - This booklet is a step-by-step guide for use by employers and joint employer-labor committees. It explains the qualifications, requirements, and attainments of apprentices, the organization of employer and joint committees, minimum training standards, job instruction, cost factors, examples of records and occupations, apprenticeship agreements, Federal and State government assistance available. (40 pages)

U. S. CIVIL SERVICE COMMISSION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

A variety of public information pamphlets are used by the Commission to inform its publics about Commission programs and activities; describes opportunities in the Federal Service, and explain employee rights and benefits.

Information about specific job opportunites may be obtained from the Interagency Board of U. S. Civil Service Examiners at the following addresses: 1909 East 13th Street, Cleveland, Ohio 44114; Knott Building, 7 East Fourth Street, Dayton, Ohio 45402; and Room 1523, Federal Office Building, 550 Main Street, Cincinnati, Ohio 45202.

U. S. Civil Service Pamphlets - #4, 15¢, "Working for the U.S.A." (General information about Federal employment); #5A, "Thinking About Your First Job?" (Acquaints high school students with employment opportunities in the Federal service); #29, 10¢, "Federal Jobs Overseas" (To answer questions about employment in United States territories and in foreign countries); #35, 10¢, "Federal Careers for Women" (General information about career opportunities for women in the Federal service, with emphasis on technical and professional positions); #51, 5¢, "Reemployment Rights of Federal Employees Who Enter Active Duty in the Armed Forces" (Explains rights of Federal employees who leave their jobs to enter the Armed Forces); #58A, "Opportunities in Trades and Crafts with the Federal Government" (Information on jobs for skilled and unskilled workers, apprentices, helpers, and laborers); #64A, "Opportunities in the Federal Civil Service for Returning Peace Corps Volunteers"; #65, 5¢, "Equal Opportunity in Federal Employment"; #66A, "Civil Service and the Nation's Progress" (The role of the civil servant in the progress of the Nation).

BUREAU OF EMPLOYMENT SECURITY
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

Bureau of Employment Security Publications - Section II. U. S. Employment Service, June 1963. The booklet groups publications under the following functional headings: occupational information, tests and measurements, counseling, service to older workers, service to the handicapped job applicant, labor market information, and farm labor. Each publication is described briefly, its uses outlined, and the method of ordering indicated.

Guide to Local Occupational Information - United States Employment Service. Available upon request. The publication provides a comprehensive listing of "Occupational Guides" and "Area Skill Surveys" completed by affiliated State employment service agencies. The guides are designed to provide information on the duties, educational and experience requirements, employment and advancement prospects, wages, working conditions and other pertinent factors relating to the subject occupation. The area skill surveys present current and future (usually 2 and 5 years hence) labor requirements in selected occupations in individual labor areas and labor supply available to fill these needs.

The Job Market for Engineers, Scientists, and Technicians - United States Employment Service. Available upon request. Issued semi-annually, this publication presents an appraisal of trends in labor supply and demand for selected engineering, scientific and technical occupations placed in interarea recruitment by public employment office throughout the country, and information obtained from various government agencies, professional societies, and other sources.

OCCUPATIONAL OUTLOOK SERVICE
BUREAU OF LABOR STATISTICS
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20212

Looking Ahead to a Career - 1967 - A set of 36 color slides (2" x 2", 33 mm.) that show the changing occupational and industrial mix and what it forecasts over the next decade for manpower developments, education, and training. A correlated narrative accompanies the slides.

Occupational Outlook Handbook Reprints - A series of 119 reprints of sections of the Handbook on specific occupations and industries. Prices range from 5¢ to 15¢. For free price list of these reprints, write to the above address.

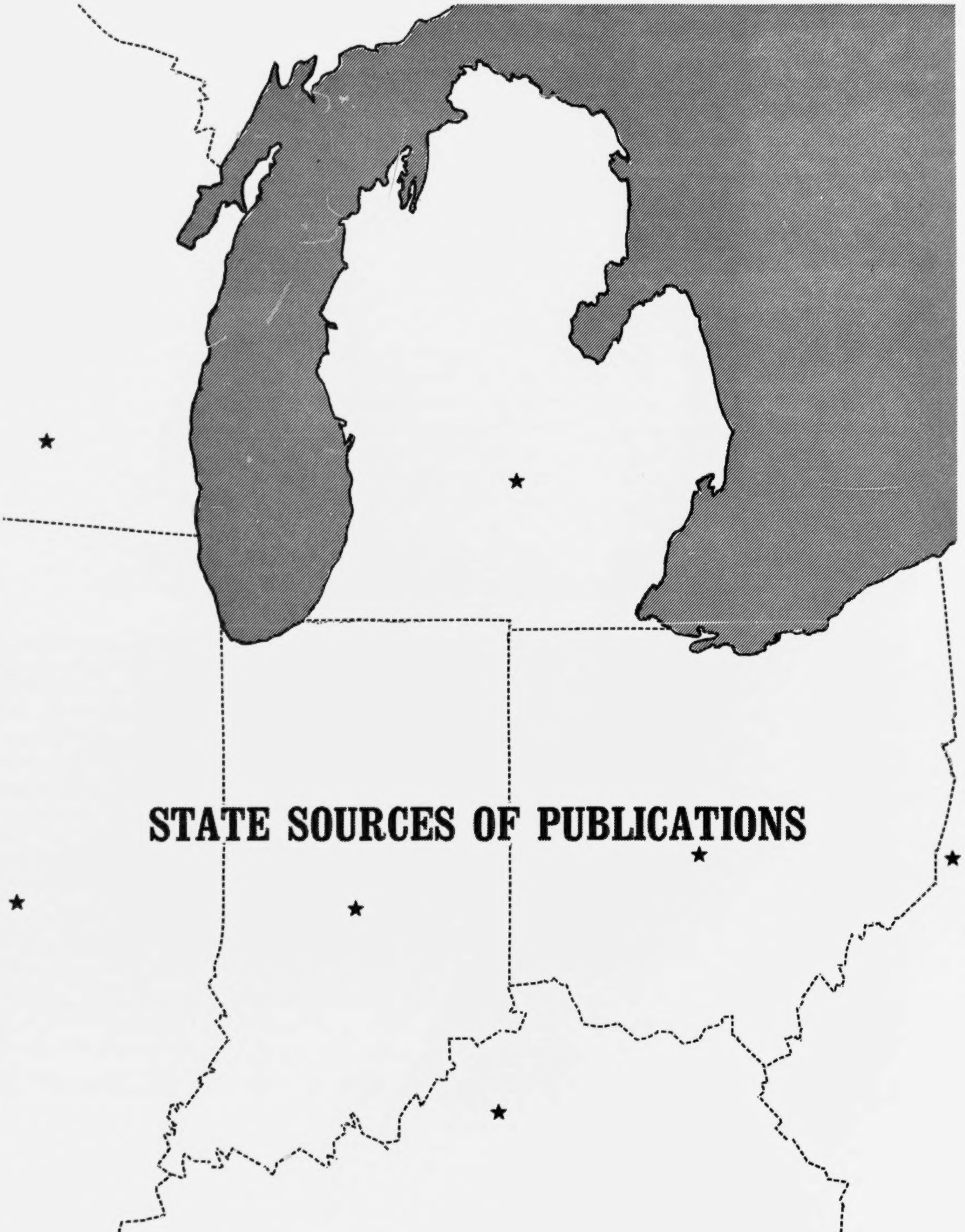
WOMEN'S BUREAU
WAGE AND LABOR STANDARDS ADMINISTRATION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

Publications of the Women's Bureau - Currently Available - Free. A price list of publicatons, including those on employment opportunities for women, with brief annotations of recent publications.

Why Not Be An Engineer? - Single copies free. Available in quantity, U. S. Government Printing Office, Washington, D. C. 20402, 5¢. A leaflet describing various opportunities for women in the field of engineering, qualifications needed, salaries, and working conditions.

STATE OF OHIO
BUREAU OF EMPLOYMENT SERVICES
THE COUNSELING SECTION
145 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Ohio Employment Information Series - There are three parts to this publication. See OHIO EMPLOYMENT INFORMATION SERIES in STATE PUBLICATIONS.



STATE SOURCES OF PUBLICATIONS

ALABAMA DEPARTMENT OF
INDUSTRIAL RELATIONS
MONTGOMERY, ALABAMA 36104

The following publications are available upon request: Alabama Job Guide for Young Workers, October, 1966, and "Occupational Guides" on selected shortage occupations published monthly.

ARIZONA STATE EMPLOYMENT
SERVICE
P. O. BOX 6339
PHOENIX, ARIZONA 85005

Arizona Occupational Outlook Handbook - Part I (April, 1963) and Part II (April, 1964) are designed to provide occupational and labor market information for Arizona.

CALIFORNIA DEPARTMENT
OF EMPLOYMENT
SACRAMENTO, CALIFORNIA 95814

More than 400 "Occupational Guides" are published indicating the status of particular occupations in various sections of the state. An "Occupational Guide Index" is available upon request.

GEORGIA STATE
DEPARTMENT OF EDUCATION
STATE OFFICE BUILDING
ATLANTA, GEORGIA 30334

Items listed are available in single copies at no charge. Requests should be addressed to J. R. Pardue, State Supervisor, Vocational Publications and Public Information, 191 Central Avenue, S. W., Atlanta, Georgia 30303.

Area Vocational-Technical Schools of Georgia, Second Edition, 1967. A catalog listing the State and area vocational-technical institutions of Georgia, with course offerings, school regulations, course descriptions, entrance requirements, etc. 91 pages.

The In Crowd , 1967. An eighteen-page booklet describing high school vocational education offerings for late-elementary and early junior high Georgia students. The material is presented in light, informal style, and large amounts of photography and line drawings are employed.

Counselor's Guide to Area Vocational-Technical Schools of Georgia, Existing edition is currently under revision, 1965. This 37-page booklet provides data enabling the counselor to use the Dailey Vocational Test scores in assisting students to relate abilities to course offerings in area vocational-technical schools.

TECHDAYS information packet. This packet of materials includes copies of "Coordinator's Handbook for TECHDAYS," TECHDAYS brochures, sample letters and response documents for mailing to Georgia businesses, and related data. (TECHDAYS is Georgia's vocational-technical job placement program.)

Developing a Program of Student Personnel Services for Area Vocational-Technical Schools, Phase I Report, Research Project 236, 1966, 261 pages.

Conference Report, Conference on Ways the Area School Personnel Worker and the High School Counselor Can Work Together, 71 pages.

Conference Report, First National Conference on Student Personnel Services in Area Vocational-Technical Schools, 1967.

ILLINOIS STATE
EMPLOYMENT SERVICE
165 NORTH CANAL STREET
ROOM 200
CHICAGO, ILLINOIS 60606

"Job Guides" are periodically published on a variety of occupations. Each release presents information on a particular occupation, indicating the demand, wages, etc., in different sections of the state.

INDIANA EMPLOYMENT
SECURITY DIVISION
10 NORTH SENATE AVENUE
INDIANAPOLIS, INDIANA 46204

The Division publishes numerous occupational guides about specific job areas. List available upon request.

IOWA STATE
EMPLOYMENT SERVICE
1000 EAST GRAND AVENUE
DES MOINES, IOWA 50319

Statewide "Job Guides" are available for such career fields as "Food Service", "Health Services", "Apparel and Furnishings", "Construction Crafts", and "Clerical Occupations". Also, "Licensed Occupations in Iowa" explains licensing regulations for state-licensed occupations.

MAINE COOPERATIVE
EXTENSION SERVICE
UNIVERSITY OF MAINE
ORONO, MAINE 04473

Let's Explore Your Career - is designed to assist young people in self analysis from standpoint of interest, ability, and personality with relation to occupational choice. Leader's guide also available. Free.

MICHIGAN EMPLOYMENT
SECURITY COMMISSION
7310 WOODWARD AVENUE
DETROIT, MICHIGAN 48202

The following series of publications are available: _Michigan Job Brief Series_; and _Michigan Occupational Guides_. Complete list of available publications will be sent upon request.

MINNESOTA DEPARTMENT
OF EMPLOYMENT SECURITY
369 CEDAR STREET
ST. PAUL, MINNESOTA 55101

Publications pertaining to the following occupations are available: drafting, keypunch and tabulating. In addition, the following publications are available: _Occupational Outlook_, _Minnesota Health Service Survey_, and _Minneapolis-St. Paul Area Shortage Occupations Study_.

MISSISSIPPI EMPLOYMENT
SECURITY COMMISSION
P. O. BOX 1699
JACKSON, MISSISSIPPI

A list of 42 "Occupational Guides" on numerous careers is available to schools, free upon request.

MISSOURI STATE
DEPARTMENT OF EDUCATION
GUIDANCE SERVICES SECTION
JEFFERSON CITY, MISSOURI 65101

Sources of Occupational Information - under revision, available in the near future.

NEW JERSEY STATE
EMPLOYMENT SERVICE
JOHN FITCH WAY PLAZA
TRENTON, NEW JERSEY 08625

The Agency publishes numerous "Job Guides" on a variety of occupations. Each booklet presents information on a particular occupation in format similar to Occupational Outlook Handbook.

NEW MEXICO EMPLOYMENT
SECURITY COMMISSION
505 MARQUETTE, N. W.
P. O. BOX 1928
ALBUQUERQUE, NEW MEXICO 87103

"New Mexico Labor Market Trends" and "Occupational Guides" for numerous fields are available.

NEW YORK STATE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT
370 SEVENTH AVENUE
NEW YORK, NEW YORK 10001

From Campus to Career - A guidebook for college graduates who majored in liberal arts or business administration. It indicates opportunities for these graduates in various occupations.

NEW YORK STATE (Continued)

Guide to Preparing a Resumé - includes analysis models of job resumés and a bibliography on job planning and job hunting techniques.

OHIO STATE
BUREAU OF EMPLOYMENT
SERVICES
145 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Ohio Employment Information Series - There are three parts to this publication:

PART I - OCCUPATIONAL BRIEFS

Part I contains informative releases describing many widely distributed occupations in Ohio. These releases contain such information as a brief summary of the nature of the work, the possibilities for future employment and advancement, the general kinds of industries and businesses which employ such people, the remuneration offered, the requirements for entry into the field, the general working conditions involved, and sources of additional information.

PART II - TRAINING DIRECTORY

Part II presents training programs available through public and private facilities in Ohio. The types of programs described include those offered in colleges and universities, in business schools, through apprenticeship training, in training schools, through home study, those in special vocational education programs, and several federal and state funded training programs.

PART III - LICENSED OCCUPATIONS AND BUSINESSES IN OHIO

Part III describes the licensing requirements and procedures for all occupations and businesses for which a state license is issued. The occupations are discussed in terms of the education and training required, the legal requirements governing licensure, the fees required, procedures for out-of-state applicants, examination schedules , and the name of their licensing agency as a reference source. Businesses are discussed in terms of the legal requirements governing licensure, the reciprocity agreements, the fee involved and the name of their licensing agency as a reference source.

The Ohio Employment Information Series is available free of charge, in limited quantities, to Ohio schools and libraries upon individual request. Selected occupational briefs are also available to people seeking information for a specific occupation or occupational area at the above address.

Manpower in Ohio: 1960 to 1970 (1963)

The Ohio Labor Force by County (1963)

"Ohio Labor Market Information" is published periodically and provides data from various industries and areas of Ohio relating to employment, earnings, and hours. Included are individual county releases which indicate the occupations currently in short supply or surplus. Contact the Bureau's Division of Research and Statistics for a complete list of Ohio Labor Market Information.

Consultative services are also available. For further information contact the Bureau of Employment Service, 145 South Front Street, Columbus, Ohio, or any local State Employment Office.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF GUIDANCE AND TESTING
751 NORTHWEST BOULEVARD
COLUMBUS, OHIO 43212

The Ohio Apprenticeship Notebook - Building For A Greater Ohio - This 103 page publication is a result of the combined effort of the Ohio State Apprenticeship Council, the Bureau of Apprenticeship and Training of the United States Department of Labor, Division of Vocational Education and Division of Guidance and Testing, Ohio Department of Education, to supply school counselors with sufficient information about apprenticeships and the opportunities they offer for high school graduates.

The Ohio College Notebook - The 95 page handbook, developed as a public service for Ohio School Counselors, contains descriptions and information concerning Ohio colleges and their branches and academic centers, junior and community colleges, and United States service academies. Included for each college and academy is a profile of data concerning entering freshmen classes, selection factors, admissions requirements, procedures, and other information to supplement available information published by many college information guides. This publication is revised annually during August. The Ohio College Notebook is available for purchase outside the State of Ohio at $1 per copy.

Ohio Vocational Education Notebook - A counselor's resource notebook of 118 pages, containing descriptions and information regarding 60 vocational education programs existing in Ohio high schools.

Bibliography For Your Guidance Library - A bibliography of new free, and low cost guidance materials published five times during the year for distribution with Ohio Guidance News & Views, 1966-1967, 4 pages each issue.

Ohio Public Technical Education Notebook - The purpose of this Notebook is to assist school counselors to obtain meaningful information about the public technical education programs throughout Ohio. The revised Notebook includes appendices containing resource information for the school counselor and the data format resembles that of the Ohio College Notebook in anticipation of these two publications becoming companion resources. The Ohio Public Technical Education Notebook is available for purchase outside the State of Ohio at $1 per copy.

Cooperative efforts with the Division of Guidance and Testing include seminars, student occupational interest surveys, and other projects throughout the State. Consultative services are also available.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
65 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Rewarding Careers in Dynamic Industry - Agriculture This booklet describes agricultural opportunities for high school students.

Other booklets on specific areas of careers in the field of vocational education available upon request.

OKLAHOMA EMPLOYMENT
SECURITY COMMISSION
OKLAHOMA STATE
EMPLOYMENT OFFICE
WILL ROGERS MEMORIAL
OFFICE BUILDING
OKLAHOMA CITY, OKLAHOMA 73105

Selected Labor Market Publications - Indicates available releases to be sent upon request.

SOUTH CAROLINA EMPLOYMENT
SECURITY COMMISSION
1225 LAUREL STREET
P. O. BOX 995
COLUMBIA, SOUTH CAROLINA 29202

The following publication is available: Job Guide For Entry Occupations in South Carolina, 1967.

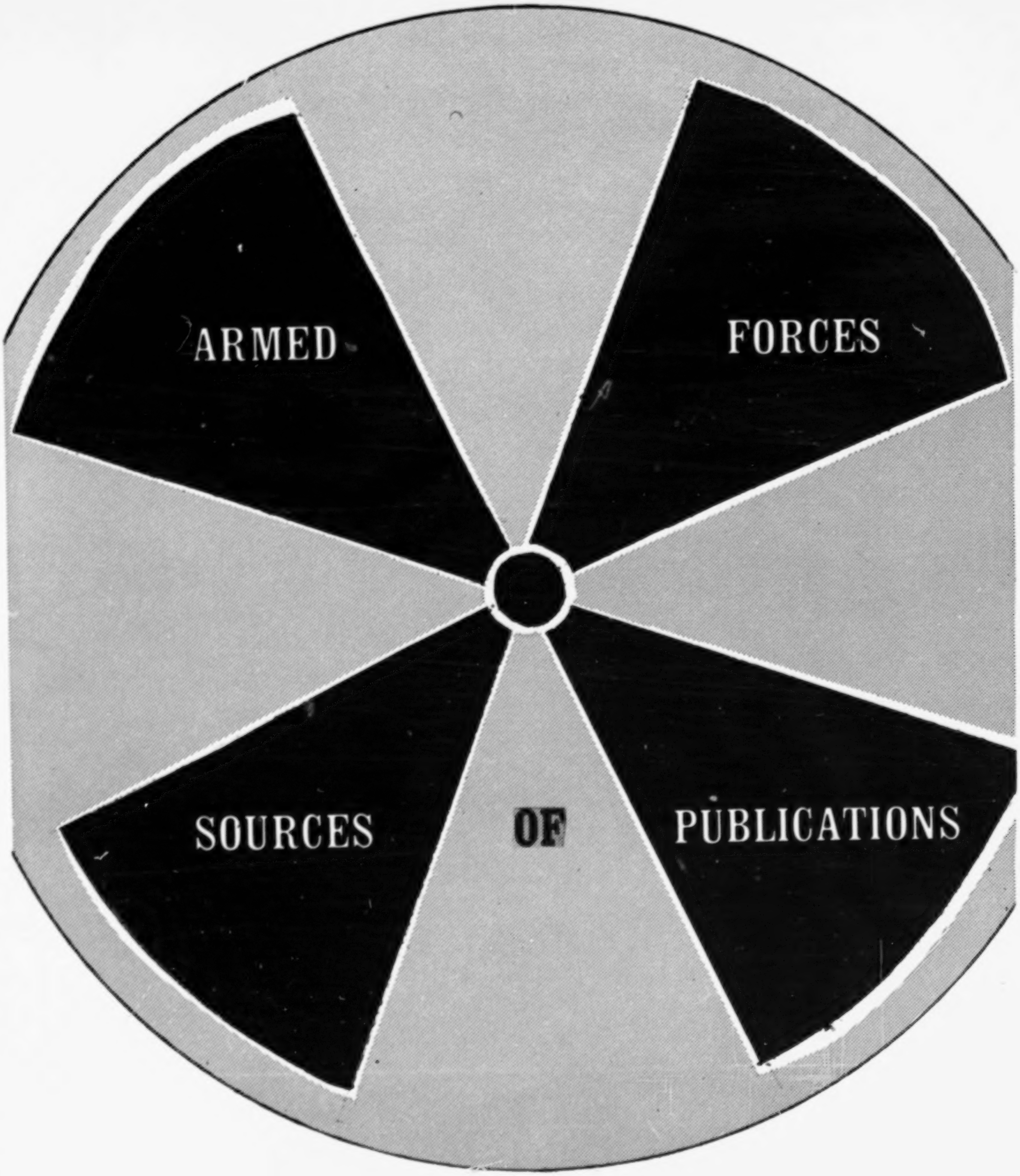
TENNESSEE DEPARTMENT OF
EMPLOYMENT SECURITY
NASHVILLE, TENNESSEE

The following publications are available: Tennessee Manpower: A Look into the 1960's, 1961; Manpower and Employment Trends in Tennessee, 1964; Occupational Shortages, Vocational Training Needs, and Related Turnover and Expansion Data for the Chattanooga Labor Area, August 1966 - February 1967, and Related Turnover and Expansion Data for the Chattanooga Labor Area, January - June 1967, August 1967; Population, Labor Force and Income Trends in the Nashville Area, August, TENNESSEE DEPARTMENT OF EMPLOYMENT SECURITY (Continued)

1967; Tennessee Manpower, Current Trends and Future Projections, 1967.

WYOMING EMPLOYMENT
SECURITY COMMISSION
P. O. BOX 760
CASPER, WYOMING

Career Library, April, 1965, is a bibliography of free and inexpensive occupational information and other counseling aids.


ARMED
FORCES
SOURCES
OF
PUBLICATIONS

DEPARTMENT OF DEFENSE
HIGH SCHOOL NEWS SERVICE
BUILDING 1-B
GREAT LAKES, ILLINOIS

High School News Service Report - Military Service Information. The HSNS Report is designed primarily as a reference source for counselors and others who are called upon to furnish students with specific information of current personnel programs of the United States Armed Forces. The first issue of the year describes basic facts about military service while the remaining monthly issues contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Except for the initial issue on basic facts about military service, the "Report" is intended primarily for student readership; articles are printed in detachable form to facilitate posting and classroom use. The High School News Service Report is published monthly during the school year by the High School News Service and distributed free of charge to high schools requesting the service.

High School News Service Topic - The HSNS Topic is a supplement of the High School News Service Report, published monthly during the school year and distributed free of charge to high schools requesting the service. The format of the topic is designed for bulletim board use. Each issue deals with a single topic of interest to students who expect to serve in the military.

U. S. AIR FORCE HEADQUARTERS
RECRUITING SERVICE
RANDOLPH AIR FORCE BASE,
TEXAS 78148

The following booklets are available free of charge to educators and counselors by writing to the above address or from the local Air Force Recruiting Representative.

Educational Opportunities in the U. S. Air Force - This 12 page booklet describes the generous educational opportunities open to members of the Air Force. Outlined, are off-duty education, formal Air Force college and graduate programs, correspondence courses, technical schooling, and details of other educational facilities in the Air Force.

U. S. AIR FORCE (Continued)

United States Air Force Airman Occupational Handbook - This manual is designed primarily for guidance counselors, although it is also of interest to students. It briefly describes the more than 40 career fields open to airmen; outlines the qualifications, duties and responsibilities for each career field; points out the training offered; and indicates related civilian jobs for each Air Force skill. A list of Air Force career fields with their related school courses is included.

Pocket Guide to Air Force Opportunities - This pocket-size booklet outlines just what an Air Force career has to offer a young man or woman. It covers the training and progress of an airman from enlistment, on through basic and technical training, and finally to duty assignment in an Air Force job.

Women in the Air Force Booklet - This booklet contains a resumé of opportunities available to Women in the Air Force (WAF). It describes the types of jobs open to women, Air Force benefits and educational opportunities available.

U. S. ARMY
ARMY OPPORTUNITIES
HAMPTON, VIRGINIA 23366

Army Opportunities - (Replaces Army Occupations and You.) This handbook describes opportunities in the United States Army. It is designed primarily for counselors, teachers, librarians and others who have a stake in helping young people make sound career decisions. This book may be obtained, free of charge, by writing to the above address. The following handbooks describe opportunities in the United States Army:

1. The Secret of Getting Ahead
2. Your Career as an Army Officer
3. A Guidance Handbook for Counselors
4. Meet Today's WAC Officer
5. A New World of Opportunity
6. U. S. Army Opportunities
7. Educational Opportunities and Financial Assistance for Nursing Students

U. S. MARINE CORPS
LOCAL RECRUITING STATIONS

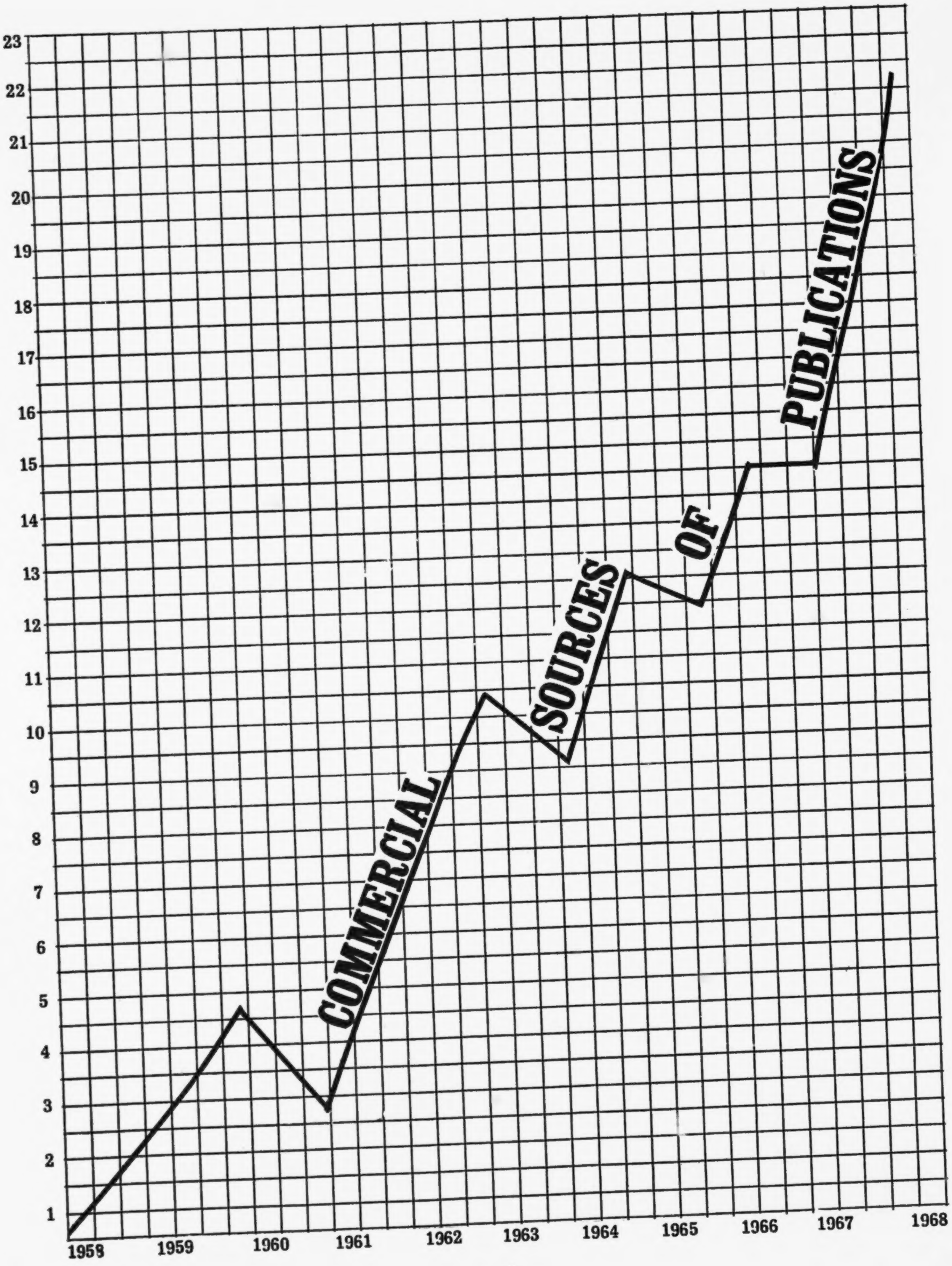
A Guide to Occupational Training - United States Marine Corps. Available from local U. S. Marine Corps Recruiting Stations. This publication is a 48-page pamphlet containing descriptions and pictures of occupations within the United State Marine Corps. It is designed primarily for the use of high school counselors to explain the many and varied occupational opportunities within the Marine Corps.

U. S. NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C.

Navy Enlisted Occupational Handbook - Fifth Edition. A manual for school counselors and guidance workers, this publication, available from local United States Navy Recruiting Stations, is to serve the primary function of a specific guidance tool for the use of counselors in providing information to young men and women interested in careers in the service of their country or in fulfilling their military obligation. This handbook contains a two-page brief for each of the occupations available to enlisted personnel in the Navy. Each brief describes jobs performed, skills acquired, and specific training information.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF GUIDANCE AND TESTING
751 NORTHWEST BOULEVARD
COLUMBUS, OHIO 43212

Ohio College Notebook - This is published annually and contains admissions data on the U. S. Service Academies. The Ohio College Notebook is available for purchase outside the State of Ohio at $1 per copy. See STATE publications.


COMMERCIAL
SOURCES
OF
PUBLICATIONS
23
22
21
20
19
18
17
16
15
14
13
12
11
10
9
8
7
6
5
4
3
2
1
1958
1959
1960
1961
1962
1963
1964
1965
1966
1967
1968

AIR TRANSPORT ASSOCIATION
LIBRARIAN
1000 CONNECTICUT AVENUE, N. W.
WASHINGTON, D. C. 20036

Your Career With The Airline - Discusses opportunities, qualifications and preparation for airline jobs. Also covers salaries benefits, training and opportunities for advancement. 12 pages.

Other publications dealing with the airline industry are available.

ALP PUBLICATIONS, INC.
3048 N. 34TH STREET
MILWAUKEE, WISCONSIN 53210

The Sextant Series for Exploring Your Future - ALP Publications, Inc., Edward C. Wilkinson, Chief Editor: 1961-1968. A set of 12 independent volumes, each covering an entire occupational area. Each volume: 128 pages, 8½ x 11, illustrated, fold-out organizational chart, wall chart for classroom display, historical review, employment data and outlook for each area covered. 70 to 95 jobs per book: job description, entrance requirements (education, training, certification and experience), promotional outlook, and average pay level. The Sextant Personal Profiling Method permits students to compile personality inventories, Manufacturing Wage, Manufacturing-Salaried, Banking, Hospitals, Insurance, Agriculture, Professions, Construction, Graphic Arts, Recreation and Youth Services, Hotels and Restaurants, Public Utilities. Set includes a Manual with detachable pages for group profiling with a transparency or opaque projector, and Instructional Guide, a cross index for the complete set, and 100 profile forms. Complete set (soft bound) $92.50. Individual volumes, plus wall charts, $8, profile forms, $8.50 per 100.

AMERICAN GUIDANCE SERVICE, INC.
PUBLISHERS BUILDING
CIRCLE PINES, MINNESOTA 55014

Planning My Future - Prepared by the guidance staff of National Forum Foundation, Bernice L. Neugarten, et al., 3rd Edition, 1964, 368 pages, $3.25 net price. The text is designed for use anywhere at the junior and senior

AMERICAN GUIDANCE SERVICES, INC. (Continued)

high school level, where a broad overview of the vocations is desired. The text not only treats career planning, relating occupational choice to individual interests and abilities and to job opportunities; but it also considers avocations, personal needs and relationships, social responsibilities and other aspects of preparing for a creative, productive adult future.

Seeing Ourselves - Prepared by the guidance staff of National Forum Foundation, W. Russell Shull, et al., 1st Edition, 1965, 319 pages, $3.07 net price. The text is designed to be the core of an elementary developmental guidance program at the upper elementary level, and through its supplementary reader qualities, can be used to integrate the reading and guidance program. Vocations are treated in a very broad way. Sixth grade youngsters look at various people in various jobs. These youngsters then come to the realization that there are many different sorts of work and many fields of endeavor.

BELLMAN PUBLISHING COMPANY
P. O. BOX 172
CAMBRIDGE, MASSACHUSETTS 02138

Career Monographs - Currently 43 titles in print. Each is 6" x 9" and contains 20 to 48 pages. Price per monograph, $1; minimum order $1.50. Purchase of full set at 20% discount. Free Bellman Publishing Company catalog contains listings of these and other guidance publications.

Pathways to Your Future - The Job Resumé and Letter of Application, by Kenneth R. Adler. 1964, 8½" x 11", 33 pages, $1.75. Additional copies of resumé work sheet, 50 copies to a package, $1.50 per package. Fourteen sample job resumés and 8 letters of application plus easy to follow directions for writing your own resumé and letter of application. Written for students, experienced workers or returnees to the labor force.

BELLMAN PUBLISHING COMPANY (Continued)

Teachers Guide to Group Vocational Guidance - By Bruce Shertzer and Richard T. Knowles. 1964; 8½" x 11", 94 pages, $4. Additional packages of three appendices, $1.50 per 50 copies per appendix. Written for use by trained guidance counselors or newly appointed guidance counselors. Forty lesson plans grouped into three units of The World of Work, Knowing Yourself, and Securing a Job and Progressing in It.

The Job Finder - It Pays to Advertise - by S. N. Feingold. 1966; 8½" x 11", 37 pages, $2.25. This book is to help old and new job seekers pick up the techniques of "Job Hunting" in today's competative world.

BRUCE PUBLISHING COMPANY
400 N. BROADWAY
MILWAUKEE, WISCONSIN 53201

Industrial Arts and Vocational Education - monthly periodical ($4/year).

For a list of current books in specific industrial trade occupations, contact Trade Books Division, Bruce Publishing Company.

CAREERS
POST OFFICE BOX 135
LARGO, FLORIDA 33540

Career Briefs - Available on a subscription basis or individually. A subscription to 40 career briefs for one year, $10. Separate titles are available at 35¢ each, cash with orders totaling less than $2.

Business Careers Kit - Special unit containing over 120 career summaries and briefs and timely reprints. An excellent guide for business subject teachers, and for libraries and counseling offices. Price $28.50, f.o.b. Largo, Florida. Includes special posters.

Career Desk - Top Kit - A career kit, collated and ready to use, designed to be used by the counselor during his interviewing or by students at a table. Contains over 1000 career items plus one year's subscription to Career Guidance Service. A total of over 1250 items plus a metal file for $110, f.o.b. Largo, Florida.

Career Exploratory Kit - Contains 450 Career Briefs and Summaries, gathered and ready for use in an alphabetical file. Price: $65, f.o.b. Largo, Florida. Includes one-year subscription to monthly Exploratory Service.

Career Guidance Service - Published monthly from September through May. Contains over 225 vocational and educational guidance items per year including Career Briefs, Summaries and Reprints; College Guides; Training Guides; Career Indexes; Professional Reports; and Posters. Subscription price is $35 per year.

Industrial Careers Kit - Contains 150 industrial semi-skilled, skilled, and technical Career Briefs and Summaries. For vocational and industrial arts teachers, guidance counselors, and libraries. Includes multi-colored Posters covering varied occupational fields. Price $35.50 f.o.b. Largo, Florida.

PCMI - A complete career information service on micro-film. Through a cooperative project between Careers and National Cash Register Company, Dayton, Ohio, a total of over 30,000 pages of important guidance materials (including the full Career Desk-Top Kit and excerpts from 1,000 college catalogs) are available on 12 transparencies to be viewed on a special NCR PCMI Reader. Rental basis, $295 per year.

Science Careers Kit - Contains over 120 career Briefs and Summaries on science careers (skilled through professional). Ideal for science subject teachers, libraries, and guidance offices. Includes multi-colored posters on science occupational fields. Price $28.50 f.o.b. Largo, Florida.

CAREERS (Continued)

Career Summaries - Two pages, printed on card stock 5½" x 8½". Available on a subscription basis (75 per year) at a price of $10. Separately they may be purchased for 20¢ each, cash with orders under $2.

CAREER DEVELOPMENT OFFICE
AMERICAN SOCIETY FOR METALS
METALS PARK, OHIO 44073

A Career in Metallurgy Will Extend Your Reach	24 pp.	1965
Career Opportunities in Metallurgy - 1967	16 pp.	1967
Profiles of a Materials Engineer	16 pp.	1966
Does Engineering Appeal to You?...Then Consider a Career in Metallurgy	leaflet	1967

CAREER INFORMATION SERVICE
NEW YORK LIFE INSURANCE
BOX 51, MADISON SQUARE STATION
NEW YORK, NEW YORK 10010

A series of 57 booklets describing specific occupations, including: training, opportunities, responsibilities, and financial reward: Doctor, Lawyer, Aeronautical Engineer, Teacher, Public Servant, Farmer, Newspaperman, Architect, Accountant, Chemist, Salesman, Nurse, Electronic Engineer, Business for Yourself, Pharmacist, Dentist, Banker, Home Economist, Printing Industry, Mineral Industry, Personnel Work, Retailing, Atomic Scientist, Librarian, Armed Forces, Engineer, Food Retailing, Medical Technologist, Traffic Manager, Secretary, Scientist, Social Worker, Mathematician, Life Insurance, Clergy, Foreign Service, City Planner, Advertising, Rehabilitation Services, Hospital Administrator, Counseling, Forester, Physicist, Public Relations, Biologist, Law Enforcement, Veterinarian, Actuary, Construction Business, Youth Services, Pathologist, Purchasing Agent, Dietitian, Draftsman, Manufacturing Engineer, Electronic Programming, and Space Scientist.

CHRONICLE GUIDANCE
PUBLICATIONS, INC.
MORAVIA, NEW YORK 13118

Chronicle College Entrance View-Deck - A highly organized information retrieval system designed to provide accurate information on colleges in any desired sequence. (Type of school, major sequence, size, etc.) View-Deck category cards, key cards, student preference forms, fluorescent viewer, and one year's service to update and expand the View-Deck (No. 900DV) $150 f.o.b. Moravia. View-Deck category cards, supplies, economy Deskette, one year's Service (No. 900DM), $110.50 f.o.b. Moravia. Write for descriptive brochure.

Chronicle Educational Service - Consists of up-to-date books of college classifications, majors, and charts, a student aid annual plus bulletins, a spring release of colleges still accepting applications, $16 per year.

Career Index - An annual compendium will be published by the beginning of 1969 giving several thousand references to free or inexpensive occupational and professional pamphlets from over 500 sources. The annual will be supplemented with four issues listing information on new releases. Pre-addressed post cards are included for some free materials. $11 per year.

Chronicle Occupational Brief Service - Published monthly September through April, at $18.25 per year. Nine new and revised briefs per month. Professionally prepared, accurate and up-to-date. Single copies available at 35¢ each to counselors, teachers, and librarians. Special price to students: 25¢ each. Quantity rates upon request.

Chronicle Occupational Libraries - Contains a LIBRARY OF OCCUPATIONAL MATERIALS properly filed in reinforced folders in a sturdy letter-size steel file drawer with lift-off top, ready for immediate use, $170 f.o.b. Moravia. (No. 671S). Chronicle Occupational Library also available in the Oxford Tudor mobile steel file cabinet, with hanging type folders, material properly filed for immediate use, $277 f.o.b. Moravia (No. 671PSH). Purchase price of either unit includes a year's subscription to the "3-in-1" Guidance Service to keep the file on a current basis. For additional information send for a free catalog.

Chronicle Occupational Service - The same as the"3-in'1" Service by excluding the Educational and Professional Information, $31 per year.

Chronicle Pamphlet Service - Published monthly September through April at $26 per year. This is a portion of the complete Chronicle "3-in-1" Guidance Service especially designed for libraries to maintain their Occupational files on a current basis; 72 Occupational Briefs a year; numerous Reprints from trade and technical periodicals; 1 Annual and 4 supplements of the Career Index.

Chronicle Professional Service - Approximately 6 articles and reprints each month September through April, by nationally recognized counselor-educators and guidance personnel. These articles discuss specific and practical guidance practices as well as articles of a more general professional nature. $11 per year. (The Professional Service also includes the Washington Counseletter each month. The Counseletter is available separately on a subscription basis at $5 per year).

Chronicle "3-in-1" Guidance Service - Published monthly, September through April, at $44.50 per year. Includes the Occupational Briefs, Reprints, Posters, Career Index, Educational and Professional publications.

COLUMBIA UNIVERSITY PRESS
2960 BROADWAY
NEW YORK, NEW YORK 10027

A Policy For Skilled Manpower: A Statement by the Council - With facts and issues prepared by the research staff. 1954. Summary of Recommendations by the National Manpower Council. A statement by the National Manpower Council. Facts and Issues about Skilled Manpower: Skill and Economic Development. Trends in Skilled and Technical Manpower. Education and Training of Workers: An Employer Appraisal. The Armed Forces and Skilled Manpower. Secondary Education and Preparation for Work. Issues in Vocational Education. Types of Vocational Schooling. How Workers Become Skilled. Opportunities, Incentives, COLUMBIA UNIVERSITY PRESS (Continued)

and the Acquistion of Skill. Vocational Guidance and Counseling. Public Policies and Skilled Manpower, Bibliography.

A Policy for Scientific and Professional Manpower: A Statement by the Council - Facts and Issues about Scientific and Professional Manpower: Introduction. The Growth of the Professions. Training and Occupational Distribution. The Potential for Higher Education. Research and Development. The Engineering Profession. Physicists. Teachers. Physicians. Manpower Policies in a Democratic Society. Bibliography.

Education and Manpower - Edited by Henry David, 1960. Foreword: Introduction: Manpower Problems and Education--Education and National Efficiency--Eli Ginsberg. Secondary Education: Our Secondary Schools and National Manpower Needs--Clarence Faust. Secondary Education and Preparation for Work--Council Staff. Secondary Education and the Development of Skill--Report of a Conference Discussion. The Secondary Education of Girls--Council Staff. Issues in Vocational Education--Council Staff. Types of Vocational Schooling--Council Staff. Vocational Guidance: Vocational Guidance and Counseling--Council Staff. Vocational Guidance and the Skills of the Work Force--Charles E. Odell. Higher Education: The Potential for Higher Education--Council Staff. Factors *Influencing Education* for Scientific and Professional Occupations--Council Staff. Post-High School Education and Training of Women--Council Staff. Higher Education and the American Economy--Notes, index.

DEPARTMENT OF MINISTRY
NATIONAL COUNCIL OF CHURCHES
475 RIVERSIDE DRIVE
NEW YORK, NEW YORK 10027

Financial Aid for Professional and Graduate Education - 16 pages. Listing of financial assistance available from churches, foundations and other sources. 1966. 50¢ each.

Listing of Church Occupations - By John Oliver Nelson. Two fold pamphlet listing various types of occupations open to young men and women in Protestant church programs. 20¢ each.

Should I Consider the Ministry - 14 pages. An illustrated booklet for the college man or woman about to determine a career; outlines many phases of the ministry. 20¢ each.

Student Financial Aid From Church Sources - By Wilmina Rowland. Two fold leaflet listing resources available from denominations affiliated with the NCC. 20¢ each.

Vocation and Church Careers Kit - File folder containing four pieces: What is a Church Occupation? Listing of Church Occupations, Student (Undergraduate) Financial Aid from Church Sources, Vocation and Church Occupations. 1966. $1 each.

What Is A Church Occupation? - Two fold leaflet by Mrs. Wm. S. Ellis. A brief explanation of the categories which constitute church occupations. 1966. 20¢ each.

E. P. DUTTON & COMPANY, INC.
201 PARK AVENUE SOUTH
NEW YORK, NEW YORK 10003

Dutton Career Book Series - In clear, non-technical language the following career books for young adults, describe the engrossing work being done in vital contemporary fields, and the qualifications, educational requirements, salaries, and diversified opportunities available: accounting, advertising, astronautics, chemistry, commercial art, dancing, electronics, engineering, fashion, music, physics, science, sports, women in business, computer science, journalism, and international service. Prices sent on request.

EDU · CAST, INC.
6475 DUBOIS
DETROIT, MICHIGAN

World of Work - Filmstrip series for younger students. A series of 50 filmstrips in a comprehensive program of pre-vocational attitude-building and vocational orientation designed to create an awareness of the world of work for students in the elementary and secondary grades.

EDUCATIONAL RELATIONS
PUBLIC RELATIONS STAFF
GENERAL MOTORS CORPORATION
DETROIT, MICHIGAN 48202

Can I Get a Job? Let's Find Out - Free in single copies, this book concerns itself with aspects of seeking employment and the various attitudes, interests, abilities, and desires of both employer and employee. Such topics as what are my interests, what do I have to offer, what are employers looking for, where do I start, how do I get an interview, who does the talking, and did I get the job, are all covered in good detail. In addition to this booklet, the Public Relations Staff of General Motors publishes other booklets relative to occupational and vocational guidance. A free catalog of all educational materials available may be obtained upon request.

EDUCATORS PROGRESS SERVICE
RANDOLPH, WISCONSIN 53956

Educators Guide to Free Guidance Materials - Eighth Annual Edition, 1968. This Guide has been developed as a basic resource for aiding counselors and teachers. It is based on the cross-media approach in teaching, and is devoted exclusively to free guidance materials. It is designed to provide a continuing means of identifying selected free films, filmstrips, tapes, and transcriptions, and other materials such as bulletins, pamphlets, charts, magazines, and booklets. Price: $7.50.

J. G. FERGUSON PUBLISHING COMPANY
6 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60602

Encylopedia of Careers and Vocational Guidance - A two volume, easy-to-follow career encylopedia that tells about opportunities in hundreds of fields-reveals the potential in each-then outlines clear-cut steps to aid your students in determining a career. 30-day examination copy. Two volume set - $21.65.

Dictionary of Guidance Terms - and a series of books defining more specifically the field of careers for technicians, including medical, engineering, and others to be available, September, 1968.

FINNEY COMPANY
3350 GORHAM AVENUE
MINNEAPOLIS, MINNESOTA 55426

Occupational Guidance - This series provides vocational guidance materials for average and above-average students in the secondary grades. Published monthly, September through April, each of the eight volumes contains 20 monographs describing jobs available to students on their completion of high school or college. The price is $34.50 for each year's unit every five years to update monographs with respect to salary changes and technological advances. A total of five units, containing 800 professionally prepared job descriptions, is available.

Occupational Guidance Workbook - This publication is designed for curricular adoption, to be used in conjunction with the OCCUPATIONAL GUIDANCE monographs. Frequently, the guidance department and/or library collaborate with the English department and/or department of social studies. The OCCUPATIONAL GUIDANCE WORKBOOK is intended to be a companion to the OCCUPATIONAL GUIDANCE monographs and is intended to enhance the value of the monographs. Price: $1.50 per copy.

Finding Your Job - This series is prepared especially for students in special classes, as well as for individuals classified as other than high achievers. Each year's unit, published during the October-February period, is comprised of 60 job descriptions suitable for young people in these classifications. They are presented in a manner easy to understand. The price is $20.50 for each year's unit of five volumes. Six units of five volumes each, containing a total of 360 job descriptions, are available. The publisher revises every five years, or possibly with a slightly earlier frequency.

Finding Your Job Workbook - This workbook is designed for curricular adoption, as a companion to the FINDING YOUR JOB monographs. Any class using the workbook necessarily should have access to at least some of the FINDING YOUR JOB units, inasmuch as the workbook lessons are associated with the monographs. Price: $1.50 per copy.

Help Yourself To A Job, Parts I, II, and III - Part I and Part II have been available for several years. The emergency of Part III is scheduled for the beginning of the 1968-1969 school season. These workbooks are designed for classroom use in special education. They contain perforated pages for easy removal. Part I covers the various steps leading to a job, including filling out of an application form. Part II explains the differences between skilled, semi-skilled and unskilled jobs, and includes lessons dealing with base pay, withholding tax, fringe benefits and social security. Part III explains employer-employee relationships, lists sources of employment and offers helpful suggestions for keeping a job. The price is $1.50 per copy for Part I, $1.50 per copy for Part II and $1.50 per copy for Part III.

GUIDANCE ASSOCIATES
HARCOURT, BRACE & WORLD
PLEASANTVILLE, NEW YORK 10570

Full-color sound filmstrips from Guidance Associates/ Harcourt, Brace & World may be readily presented on any standard classroom filmstrip projector and phonograph. If, at any time, filmstrip or record becomes damaged, they will be replaced absolutely free under the Lifetime Guarantee policy.

Sound filmstrips may be ordered On-Approval for 30 day evaluation. Materials may be retained for purchase

GUIDANCE ASSOCIATES (Continued)

at prices indicated or returned without obligation. Catalogs available on request.

Filmstrips:

139 - A College Education In Engineering And Applied Science ($18)
150 - Your Future In Elementary Education ($18)
153 - Your Future In Nursing ($18)
176 - If You're Not Going To College ($35)
181 - A Collegiate Education In Business Adminstration ($18)
182 - A New Horizon: Careers In School Food Service ($18)
183 - Getting And Keeping Your First Job ($35)
186 - Jobs For High School Students ($35)
187 - Your Job Interview ($35)
193 - The Collegiate Nursing Program ($18)
220 - What You Should Know Before You Go To Work ($35)
213 - Preparing For The Jobs Of The '70's ($35)
156 - Your Future In Engineering Technology ($18)
157 - A New Look At Home Economics Careers ($18)
219 - Choosing Your Career ($35)
235 - Careers In Materials Engineering ($18)
221 - Babysitting: The Job - The Kids ($35)

Tapes: YOUR FUTURE $7.50 per tape

8-101 as an Auto Mechanic
8-102 in Wholesale and Retail Baking
8-103 in the Armed Forces
8-104 as a Fireman
8-105 in the Internal Revenue Service
8-106 as a Newspaper Reporter
8-107 in a Drugstore
8-108 as a Photographer
8-109 in the Postal Service
8-110 as a Service Station Attendant
8-111 in Beauty Culture (for both sexes)
8-112 in Data Procession (for both sexes)
8-113 as a Bank Teller (for both sexes)
8-114 as a Medical Laboratory Assistant (for both sexes)
8-115 as a Commercial Airlines Stewardess
8-116 in Selling (for both sexes)

GUIDANCE ASSOCIATES (Continued)

8-117 as a Policeman-Policewoman
8-118 as a Carpenter
8-119 as a T.V. and Radio Service Technician
8-121 in Electronics
8-122 as a Telephone Operator and Supervisor
8-123 as an Executive Secretary
8-124 as a Dental Technician
8-125 as an Automobile Body Repairman
8-126 as a Tool and Die Maker
8-128 as a Sheet-Metal Worker
8-129 as a Draftsman
8-130 as a Bookkeeper
8-131 as a Telephone Installer and Repairman
8-132 as an X-Ray Technician
8-133 as an Insurance Salesman
8-134 as a Dispensing Optician
8-135 in Surface Transporation (bus)
8-136 as a Real Estate Salesman
8-138 as a Long Haul Truck Driver
8-141 as a Surveyor
8-142 as a Licensed Practical Nurse

GUIDANCE CENTRE
THE ONTARIO COLLEGE
OF EDUCATION
UNIVERSITY OF TORONTO
371 BLOOR STREET WEST
TORONTO 5, ONTARIO, CANADA

G C Occupational Information Monographs - Published and revised at regular intervals. Contain sources of information concerning specific occupations. Basically dealing with occupations in Canada; certain sections of many of the monographs apply equally to Canada and the U.S.A. List of available monographs and prices available on request.

HARPER AND ROW, PUBLISHERS
2500 CRAWFORD AVENUE
EVANSTON, ILLINOIS 60201

Books relating to the following professions are published: advertising, chemistry, dentistry, engineering, industry, journalism, law, library science, medicine, nursing, physics, science, social work, and teaching. They are intended for use in grades 10-12. Costs per book are $3.95 trade edition; $3.79 (no discount) Harpercrest Library Edition.

HAWTHORNE BOOKS, INC.
70 FIFTH AVENUE
NEW YORK, NEW YORK 10011

A series of vocational guidance books for 10-14 year olds. Aimed at boys and girls who want to know just enough about the occupations which they may someday enter. Each book covers the history of the profession, personal characteristics considered desirable, education and training, the work performed, and why a boy or girl should think of entering the profession. Each book also includes suggested further readings and additional information sources. The author is Dr. Sarah Splaver who has been a guidance consultant and counseling psychologist for more than twenty years. The books contain 96 pages, and are geared for grades 5-8 and each volume is $3.50. The following titles are available:

Someday I'll be an Aerospace Engineer
Someday I'll be a Doctor
Someday I'll be a Librarian

ROBERT R. KNAPP, PUBLISHER
POST OFFICE BOX 7234
SAN DIEGO, CALIFORNIA 92107

Guide to Careers Through College Majors - First edition, 1964. This 189 page book was prepared to help the potential college student in considering his college training as it applies to his vocational goals and aspirations. Organized around the college curriculum, each career field and its requirements is briefly described and references widen the scope for the interested student. Appendices give valuable sources of information. Price: $3.95, $2.95 each in lots of 10 or more copies.

J. B. LIPPINCOTT COMPANY
EAST WASHINGTON SQUARE
PHILADELPHIA, PENNSYLVANIA 19105

- A Mirror Up To Medicine; A. C. Corcoran, M.D. $5.75
- The Profession Of Pharmacy; Richard A. Deno, et al. $6.50
- Social Work: An Introduction ; Elizabeth A. Ferguson $8.00
- Doctors in Petticoats; Alice Fleming $3.50
- Great Women Teachers; Alice Fleming $3.50
- Aviation From The Ground Up; John J. Flouherty $4.50
- Behind The Silver Shield (Law Enforcement) John J. Flouherty $4.50
- Flowing Gold (Oil Industry); John J. Flouherty $4.75
- Forest Ranger; John J. Flouherty $4.50
- Get That Story (Journalism); John J. Flouherty $4.75
- Men Against Crime ("T" Men); John J. Flouherty $4.50
- Men Against Distance (Communications) John J. Flouherty $3.75
- Our F.B.I.; John J. Flouherty $3.75
- Television Story; John J. Flouherty $4.95
- Troopers All (State Police); John J. Flouherty $4.95
- The Choice Of A Medical Career; Joseph Garland, M.D. and Joseph Stokes, III, M.D., Editors $5.50
- Small Patients: An Autobiography Of A Children's Doctor; Alton Goldbloom, M.D., $4.50
- Careers Of Service In The Church; Benson Y. Landis $4.95

JULIAN MESSNER, PUBLISHERS
DIVISION OF POCKET BOOKS, INC
8 WEST 40TH STREET
NEW YORK, NEW YORK 10018

Messner Career Books present information on the following careers with guides to colleges and schools for special training, salary ranges, opportunities and bibliographies: actor, advertising, aviation, banking and business, chemistry, computer programming, conservation, electronics, engineering fashion, government service (civil service, foreign service, law enforcement) home economics, journalism, medicine, public relations, selling, teaching, TV and Radio, transporations and a just published book, ON THE JOB TRAINING AND WHERE TO GET IT.

NATIONAL RESEARCH BUREAU, INC., THE
221 NORTH LASALLE STREET
CHICAGO, ILLINOIS 60601

NRB publishes numerous inexpensive but timely pamphlets and posters regarding occupations, self-help, inspiration, economics, etc. Catalogs are available upon request.

PERSONNEL SERVICES, INC.
POST OFFICE BOX 306
JAFFREY, NEW HAMPSHIRE

Occupational Index - Published quarterly at $7.50 per year. Lists current releases available in the nation on occupations as well as other aspects of the guidance field.

PRATT INSTITUTE
BROOKLYN, NEW YORK 11205

Career Briefs - Published as an educational service by Pratt Institute. Career Briefs are sent regularly to any school or library requesting them. Individual copies are furnished on request as long as supplies last. Requests should be addressed to: Editor, Career Briefs, Pratt Institute, Brooklyn, New York 11205.

PRENTICE-HALL, INC.
EDUCATIONAL BOOK DIVISION
ENGLEWOOD CLIFFS, NEW JERSEY

Building Your Life - Landis & Landis, 3rd edition, 352 pages, 1964, list price $6.04. Contains six sections, one of which is entitled "Growing Up Economically". Chapter titles of this section are "Your Part-Time Work", "Your Future Vocation", and "Considering Possible Vocations". Designed for eighth and ninth grade use.

Occupational Information: Its Development and Application - Shartle, Carroll L., 3rd Editon, 1959, 425 pages, $6.95. Discusses needs and uses of occupational information, how it is obtained, described and classified. Also contains sections on how to use the Dictionary of Occupational Titles, explains occupational families, entry fields of work, industries and patterns of occupations, and jobs for the handicapped.

Humphreyville - Futures for Home Economists - Theresa R. Humphreyville, New York State College of Home Economics, Cornell University, 334 pages, 1963. Describes the employment opportunities, major functions, and typical day in each of the areas of specialization discussed. Features reports of interviews between home economics majors and professionals in the various fields. Gives a description of typical employing organizations in each field, as well as a discussion of job opportunities outside the United States. Lists professional journals published in each field. Price: $7.25.

Professionalization - Ed. by Howard M. Vollmer, Stanford Research Institute, and Donald L. Mills, University of Calgary, Canada. 365 pages, 1966, Price: $7.95. Presents readings from Durkhein, MacIver, Carr-Saunders, etc., that focus on the characteristics, antecedents, and social consequences of the process of acquiring professional status in a wide variety of occupational groups, including both those that are highly professionalized and those that are striving to be so. Designed for both social science courses and for graduate professional courses in the history of a particular occupation. Uses transition passages to give the readings better unity as a test; features 57 readings organized under major chapter headings.

PUBLIC AFFAIRS COMMITTEE, INC.
381 PARK AVENUE, SOUTH
NEW YORK, NEW YORK 10016

Guidance Counselor's Packet - Consists of 16 pamphlets 25¢ each.

Guide to Success in College #407
Paying for a College Education #404
So You're Going to College #394
Rehabilitation Counselor-Helper of the Handicapped #392
How We can get the Nurses we Need #385
Mental Health Jobs: Today and Tomorrow #384
X-Ray: Vanguard of Modern Medicine #379
Finding Able Men and Women for City Careers #359
Careers in Health #281
Psychologists in Action #229
Better Human Relationships: The Challenge of Social Work 97A

RAND MCNALLY AND COMPANY
8255 CENTRAL PARK AVENUE
SKOKIE, ILLINOIS

The Information Service in Guidance - Second Edition. Willa Norris, Franklin R. Zeran, and Raymond N. Hatch, 1966, 598 pages, $8.50. This book provides a helpful guide to information in three phases of the guidance service: occupational, educational, and social. It discusses educational information and classification systems, the evaluation of occupational information, sources of information, and means of organizing and distributing the information in an effective manner. The most recent information on the revised Dictionary of Occupational Titles is included.

RICHARDS ROSEN PRESS, INC.
29 EAST 21ST STREET
NEW YORK, NEW YORK 10010

The Careers in Depth series - The Granite Library editions. These vocational books are definitive studies of specific career areas. They are in individual hard-bound books. A catalog is available listing 80 vocational areas. 165 pages; $3.78 each.

Aim High Vocational Guidance series - Granite Library editions. These vocational guidance books are studies of job opportunities in areas not requiring college training. For the drop-out or high school graduate. Individually hard cover bound. 160 pages; $3.78 each. Catalog available.

Military Research series - Granite Library editions. Books deal with the young man's military obligation, opportunities in the military, history of various branches and a number of books on the nature of the U.S. Military commitment in the world. Individually hard cover bound books. 160 pages; $3.78 each. Catalog available.

SCIENCE RESEARCH
ASSOCIATES, INC.
259 EAST ERIE STREET
CHICAGO, ILLINOIS 60611

Career Information Kit - This is a complete letter-size file drawer in which are filed for immediate use, over 600 items covering a large number of occupations. Price: $252 in case.

Employment and Unemployment in the United States - A Study of the American Labor Force - Seymour L. Wolfbein gives the government's definition of the labor force and an analysis of current labor trends. Cloth: $9.38.

Handbook of Job Facts - Revised January, 1963, 98 pages, $5.28, describes over 200 different job fields in chart form. The book covers professional, semi-professional, managerial fields, clerical sales, agricultural, fishery, forestry, skilled occupations, and the services (domestic, personal, protective and building service), semi-skilled, and unskilled occupations.

Job Family Series - This is a series of 20 booklets describing the variety of job prospects and opportunities within such fields of work as science, mechanical work, outdoor work, technical work, selling, clerical work, engineering, mathematics, building construction, social work, data processing, education, psychology, art, publishing, trades, health, agriculture, and the like. Complete set of 20 booklets is $23.47; booklets $1.48 each.

Occupational Briefs - A total of 4000, 4-page illustrated occupational briefs published to date. The complete set may be purchased at a special quantity discount of $65, individual titles are available at 55¢ each, quantity discounts are available.

Occupational Exploration Kit - Provides the high school student with a systematic, personalized approach to job investigation. The unique OccuScan (Occupational Scanner trademark) helps the student explore his own educational aspirations, abilities and interests. The kit also includes 400 Occupational Briefs, 17 Job Family Booklets, 8 Guidance Series Books, 25 Student Record Books, and a Guide for Counselors and Teachers. Price: $126.67.

Occupational Information - The Dynamics of Its Nature and Use - M. F. Baue and E. C. Roeber, revised 1964, 494 pages, $9. One chapter lists national sources of information on

SCIENCE RESEARCH ASSOCIATES, INC. (Continued)

occupational training. The book is a comprehensive text on occupational information, including sections devoted to occupational and industrial structure, community occupational surveys, use of occupational information in counseling with individuals and with groups, and suggestions for vocational units.

Occupational Information in the Elementary School - Willa Norris. Gives important theories of vocational development and suggests outlines, techniques, and examples for offering occupational information to children. Price: $6.60.

Widening Occupational Roles Kit (Work) - Helps the junior-high school student explore 400 different occupations and pinpoint the extent and type of education needed to prepare adequately for the occupation of his choice. Kit includes 400 Briefs, 5 Junior Guidance Booklets, 35 Student Workbooks, a Teacher's Manual, and 5 color filmstrips. Revised, 1967, price: $180.

Junior Guidance Series, Grades 6-9 - The booklets in this series provide helpful direction for the junior high school student in a variety of areas as he moves from childhood to adolescence. Each Junior Guidance Series booklet is 40 pages, illustrated, and measures 5½" x 8½". Paper, order by code number.

5-776	Exploring the World of Jobs, by Donald E. Kitch
5-770	High School Ahead, by Rolfe Lanier Hunt
5-1024	Planning Your Job Future, by Emery Stoops & Lucile Rosenheim
5-1160	What High School Can Do For You, by Thomas J. Fitzgibbon

SIMON AND SCHUSTER, INC.
1 WEST 39TH STREET
NEW YORK, NEW YORK 10018

Lovejoy's Career and Vocational School Guide - Third enlarged revised edition. This revision has been reorganized along the lines of *Lovejoy's College Guide* and is much easier to use than its two predecessors.

SIMON AND SCHUSTER, INC. (Continued)

It is an up-to-date directory of 3,521 career and vocational schools which offer training in 1,567 different careers. It includes a new chapter entitled Vocational Careers and Curricula which provides the reader with guidance and clues as to where training for 191 specific trades and/or vocations can be obtained. Lovejoy deals with career opportunities that can be started in the Army, Navy and Air Force (there are about 677 Army assignments alone that could ultimately lead to civilian jobs). He also covers 222 professional and trade organizations that are valuable sources of career guidance. There is a detailed index. Cloth: $6.50, paper: $3.95.

Other publications are: New Horizons in Education, Cloth: $6.95, paper: $3.95; Your Career Selection Guide, paper: $1.95; Your Career In Medicine, paper: $1; Your Career in Law Enforcement, paper: $1; Your Career in Electronics, paper:$1; Your Career in Banking, paperL $1; The Complete Job Hunting Guide, paper: $1.

SOUTHERN BAPTIST CONVENTION
EDUCATION COMMISSION
460 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37219

College and Career - Published ten times yearly - monthly October through May and bi-monthly June through September, at $1 for 1 year; $1.75 for 2 years, $2.50 for 3 years. Contains articles regarding college planning, college selection, and vocations. Most appropriate for 11th and 12th graders.

VOCATIONAL FILMS
111 EUCLID AVENUE
PARK RIDGE, ILLINOIS 60068

This company is producing a series of new guidance films and filmstrips designed to inform students about specific occupations in the world of work. Primarily concerned with the non-college bound student, the films and filmstrips have been prepared in association with leading guidance counselors, subject area specialists, and with various trade, labor and industry associations.

All films are available for rental or sale ($120-color). Teacher guides and brochures accompany the films.

Titles of films in production include:

So You Want To Be A Nurse (filmstrip)
So You Want To Be A Tool & Die, Or Mold Maker
So You Want To Be On The Team
So You Want To Be An Electronics Technician
So You Want To Be A Service Station Operator
So You Want To Choose A Career

VOCATIONAL GUIDANCE MANUALS
235 EAST 45TH STREET
NEW YORK, NEW YORK 10017

Vocational Guidance Manuals - A series of specific career books written by outstanding authorities in each field and based on NVGA standards. Each book is published in two editions--paperbound edition, $1.65; special library edition, $2.95. Each book is approximately 112-144 pages. Approximately twelve new titles published each year. Special 20% discount available under Standing Order Plan. At present, 40 titles in series. Free catalog of VGM materials available upon request.

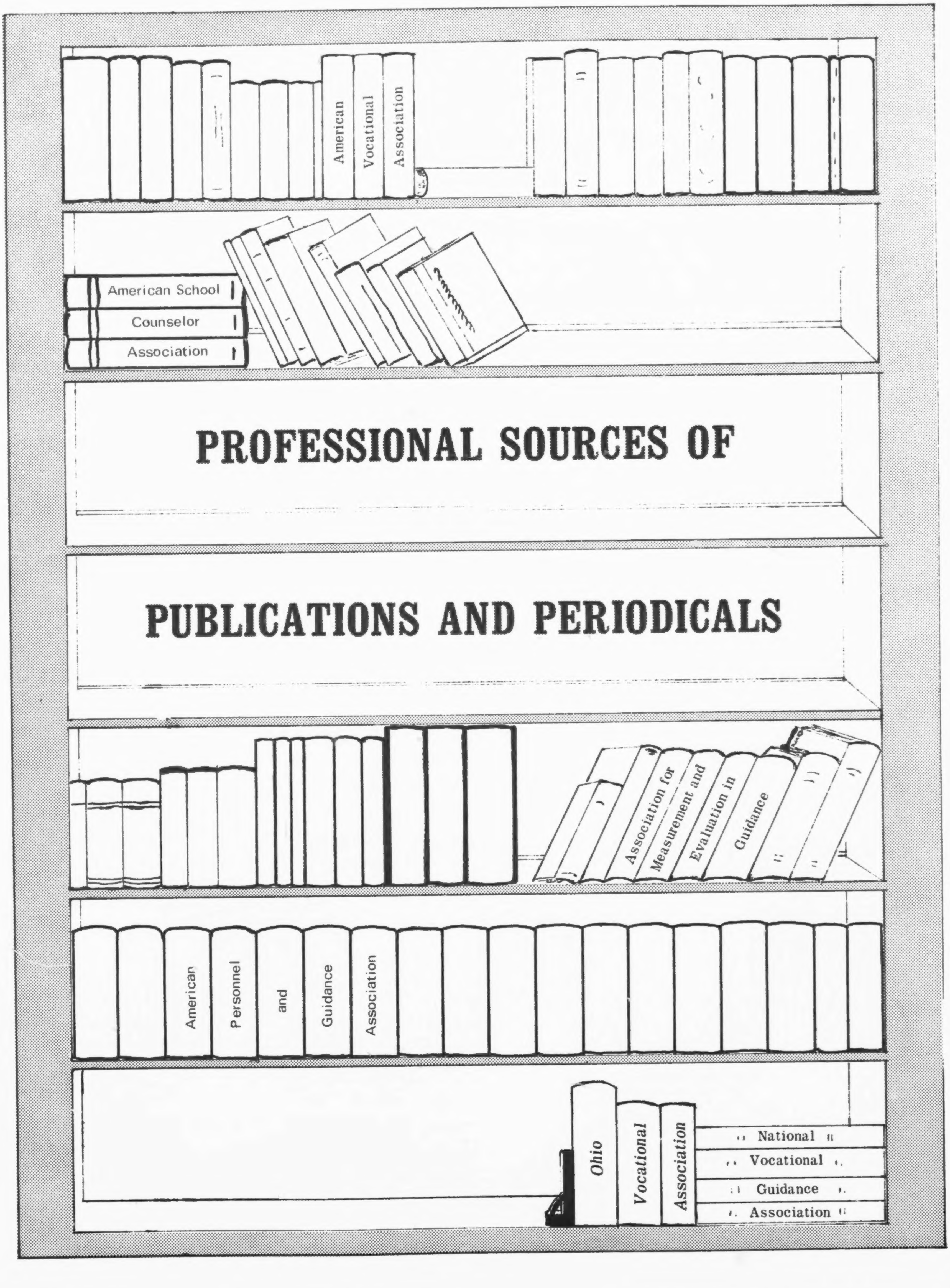
HENRY Z. WALCK, INC.
19 UNION SQUARE WEST
NEW YORK, NEW YORK 10003

Careers for Tomorrow Series - Non-fiction books about careers which students may decide to follow when they finish high school or college. These books are intended to meet the needs and criteria of guidance experts by providing complete information and a broad view of areas of study and work. All contain a reading list, index, and photographs. Each $3.75. List available upon request.

H. W. WILSON COMPANY
950 UNIVERSITY AVENUE
NEW YORK, NEW YORK 10452

Occupational Literature - Gertrude Forrester. 1964 edition, 675 pages, $8.50. A comprehensive annotated bibliography of occupational materials, including 4,500 pamphlets and 1,500 books.

PROFESSIONAL SOURCES OF PUBLICATIONS AND PERIODICALS


American Vocational Association
American School Counselor Association
Association for Measurement and Evaluation in Guidance
American Personnel and Guidance Association
Ohio Vocational Association
National Vocational Guidance Association

AMERICAN COUNCIL ON EDUCATION
1785 MASSACHUSETTS AVENUE, N. W.
WASHINGTON, D. C. 20036

Man, Education, and Work - by Grant Venn. A report warning that the national economy and social structure will suffer irreparable damage unless the schools provide more and far better education on the semi-professional, technical, and skilled levels. 1964, 184 pages, paper back: $1.50.

AMERICAN PERSONNEL AND
GUIDANCE ASSOCIATION
1605 NEW HAMPSHIRE AVENUE, N. W.
WASHINGTON, D. C. 20009

Looking At Private Trade and Correspondence Schools - 1963, a joint publication of the National Vocational Guidance Association and American School Counselor Association, divisions of the American Personnel and Guidance Association, 1607 New Hampshire Avenue, N. W., Washington, D. C. 20009. 8 pages, 15¢. This publication is a guide for students who are thinking about continuing their education at a private trade or correspondence school. It provides information on how to determine the kind of education suitable for the student, how to evaluate a school, things to watch for, and how to make the best decision.

Counselor's Manual For How About College Financing - Second Edition, 1967, published by American Personnel and Guidance Association. 48 pages, $1. This is a guide to new counseling resources, trends in financial aid, responsibilities of family and school, how college costs can be met and reduced, counseling economically deprived students, and development of local scholarship programs.

NVGA Bibliography of Current Occupational Literature - 1966 edition published by the National Vocational Guidance Association of the American Personnel and Guidance Association. 120 pages, $1. Lists, with ratings, a wide variety of free and inexpensive publications on hundreds of occupations. It includes standards and guidelines for use in preparing and evaluating occupational literature with a guide for preparing industrial careers brochures, and names and addresses of over 300 publishers of occupational materials.

Guidelines to Preparation and Evaluation of Occupational Films - 1966, published by the National Vocational Guidance Association of the American Personnel and Guidance Association. 8 pages, 10¢. Criteria for production and evaluation of occupational films. Prepared by a special committee of NVGA.

New Vocational Pathways for the Mentally Retarded - edited by Salvatore G. DiMichael, published by the American Personnel and Guidance Association. 52 pages, $1. This timely study of different aspects of vocational rehabilitation is composed of papers presented at a symposium of the American Rehavilitation Counseling Association. The contributors discuss and examine predictions of vocational adjustment, vocational preparation during school years, work-study programs, longitudinal follow-up studies of community adjustment, and key political and cultural factors influencing services in Europe and the United States.

The Personnel and Guidance Journal - Official publication of the American Personnel and Guidance Association. Published 10 times yearly, September through June. $10 per subscription. Single copy: $1 (free to APGA members).

Elementary School Guidance and Counseling - published by the American School Counselor Association of the APGA. This publication is not received automatically by ASCA members but must be subscribed to separately. Four issues per year, $4 per subscription.

The Vocational Guidance Quarterly - Published by the National Vocational Guidance Association of the APGA. Four issues per year, $4 (free to NVGA members).

AMERICAN VOCATIONAL ASSOCIATION
1025 15TH STREET, N. W.
WASHINGTON 5, D. C.

American Vocational Journal - Published monthly September through May by the American Vocational Association, Inc. Free to AVA members; non-members subscriptions, $3 per year.

B'NAI B'RITH VOCATIONAL
SERVICE
1640 RHODE ISLAND AVENUE, N. W.
WASHINGTON, D. C. 20036

B'nai B'rith Vocational Service - There are currently 67 titles available in this Occupational Brief Series at 35¢ each. Write for free catalog.

Counselors' Information Service - Published quarterly at $7 per year. Contains annotated lists of recently issued significant books, pamphlets, charts, and articles on occupations and guidance, up to 250 items each issue.

OCCUPATIONAL ORGANIZATIONS

58/59

National Association of
Accountants
505 Park Avenue
New York 22, New York

Society of Actuaries
208 South LaSalle Street
Chicago 4, Illinois

National Association of
Advertisers
155 East 44th Street
New York 17, New York

Aerospace Industries
Association of America
1725 DeSales Street, N. W.
Washington, D. C. 20036

American Society of
Agricultural Engineers
420 Main Street
St. Joseph, Michigan

American Society of Agronomy
677 South Segoe Road
Madison 11, Wisconsin

Airport Operators Council
1700 K Street, N. W.
Washington 6, D. C.

Air Transport Association
of America
1000 Connecticut Avenue, N. W.
Washington, D. C. 20036

Anthropological Association
1530 P Street, N. W.
Washington 5, D. C.

Archeological Institute of
America
5 Washington Square North
New York, New York 10003

American Institute of Architects
1735 New York Avenue, N. W.
Washington, D. C. 20036

American Astronomical Society
516 Fifth Avenue
New York, New York 10036

American Baker's Association
20 North Wacker Drive
Chicago, Illinois 60606

American Bankers Association
12 E. 36th Street
New York, New York 10036

American Bar Association
1115 E. 60th Street
Chicago, Illinois 60637

Associated Master Barbers and
Beauticians of America
537 Dearborn Street
Chicago 5, Illinois

American Society of Biological
Chemists
9650 Wisconsin Avenue
Washington, D. C. 20014

American Institue of Biological
Sciences
2000 p Street, N. W.
Washington, D. C. 20036

Botanical Society of America,
Inc.
Botany Department
University of Texas
Austin, Texas 78712

The National Association of
Broadcasters
1771 North Street, N. W.
Washington, D. C. 20036

The American Ceramic Society
4055 N. High Street
Columbus, Ohio 43214

American Chemical Society
1155 16th Street, N. W.
Washington, D. C. 20036

American Institue of
Chemical Engineers
345 East 47th Street
New York, New York 10017

International Chiropractor's
Association
741 Brady Street
Davenport, Iowa

National Coal Association
1130 17th Street, N. W.
Washington, D. C. 20036

American Society of Civil
Engineers
345 East 47th Street
New York, New York 10017

American Dairy Association
20 North Wacker Drive
Chicago 6, Illinois

American Dental Association
222 E. Superior Street
Chicago, Illinois 60611

American Dental Hygienists'
Assocation
100 East Ohio Street
Chicago, Illinois 60611

National Institute of Dry
Cleaning
909 Burlington Avenue
Silver Springs, Maryland

Institute of American Electrical
and Electronic Engineers
Box A, Lenox Hill Station
New York 21, New York

Farm Equipment Institute
608 South Dearborn Street
Chicago 5, Illinois

Society of American Florists
Sheraton Park Hotel
Washington, D. C. 20008

Institute of Food Technologists
176 W. Adams Street
Chicago, Illinois 60603

Society of American Foresters
704 17th Street, N. W.
Washington, D. C. 20036

National Association of Funeral
Directors
135 West Wells Street
Milwaukee 3, Wisconsin

National Association of
Furniture Manufacturers
666 North Lake Shore Drive
Chicago 11, Illinois

American Gas Association
605 Third Avenue
New York, New York 10016

American Geographical Society
Broadway at 156th Street
New York 32, New York

Geological Society of America
419 West 117th Street
New York 27, New York

American Geophysical Union
Waldo E. Smith, Executive Secretary
1515 Massachusetts Avenue, N. W.
Washington, D. C. 20005

Graphic Arts Technical Foundation
131 East 39th Street
New York 16, New York

National Association of Retail Grocers of the United States
360 North Michigan Avenue
Chicago 1, Illinois

National Retail Hardware Association
964 North Pennsylvania Street
Indianapolis 4, Indiana

American Association for Health, Physical Education & Recreation
1201 16th Street, N. W.
Washington, D. C. 20036

American Society of Heating, Refrigerating and Air Conditioning Engineers
345 East 47th Street
New York, New York 10017

National Association of Home Builders of the United States
1625 L Street, N. W.
Washington 6, D. C.

American Home Economics Association
1600 20th Street, N. W.
Washington, D. C. 20009

American Horticultural Society
1600 Blandenburg
Washington 2, D. C.

American Educational Institute Hotel Association
Employer-Employee Relations Department
221 W. 57th Street
New York, New York 10019

Society of Illustrators
128 E. 63rd Street
New York, New York 10021

Industrial Designers' Institute
441 Madison Avenue
New York 22, New York

Retail Jewelers of America, Inc.
711 14th Street, N. W.
Washington, D. C. 20005

American Library Association
50 E. Huron Street
Chicago, Illinois 60611

Linguistic Society of America
Box 8120, University Station
Austin 12, Texas

National Association of Manufacturers
2 East 48th Street
New York 17, New York

American Marketing Association
230 North Michigan Avenue
Chicago, Illinois 60601

American Meat Institute
59 East Van Buren Street
Chicago 5, Illinois

American Association of Medical Assistants
510 North Dearborn Street
Chicago 10, Illinois

American Society of
Medical Technologists
25 Herman Professional Building
Houston, Texas 77025

American Meteorological Society
45 Beacon Street
Boston 8, Massachusetts

American Federation of
Mineralogical Societies
6600 Cornelia Drive
Minneapolis 24, Minnesota

American Federation of
Musicians
425 Park Avenue
New York 22, New York

American Society of Naval
Engineers
1012 14th Street, N. W.
Washington, D. C. 20005

American Association of
Nurserymen
835 Southern Building
Washington, D. C. 20005

American Nurses' Association
10 Columbus Circle
New York 19, New York

American Occupational Therapy
Association
250 West 57th Street
New York, New York 10019

Paper Industry Management
Association
10 North Clark Street
Chicago 2, Illinois

American Society for Personnel
Administration
Kellogg Center, Room 16
East Lansing, Michigan

American Personnel and
Guidance Association
1605 New Hampshire Avenue, N. W.
Washington, D. C. 20009

American Petroleum Institute
1271 Avenue of the Americas
New York, New York 10020

American Pharmaceutical
Association
2215 Constitution Avenue, N. W.
Washington, D. C. 20037

Photographic Society of America
2005 Walnut Street
Philadelphia 3, Pennsylvania

American Physiological Society
9650 Wisconsin Avenue
Washington, D. C. 20014

Society of Plastics Industry
250 Park Avenue
New York 17, New York

National Association of
Plumbing-Heating-Cooling
Contractors
1016 20th Street, N. W.
Washington 6, D. C.

National Police Officers
Association of America
Police Hall of Fame Building
Venice, Florida

American Academy of Political
and Social Science
3937 Chestnut Street
Philadelphia 4, Pennsylvania

National Association of Power
Engineers
176 W. Adams Street
Chicago 3, Illinois

National Association for
Practical Nurse Education
475 Riverside Drive
New York, New York 10027

National Press Club
National Press Building
Washington 4, D. C.

Printing Industry of America
20 Chevy Chase Circle, N. W.
Washington, D. C. 20015

National Society of
Professional Engineers
2029 K Street, N. W.
Washington, D. C. 20005

American Psychiatric
Association
1700 18th Street, N. W.
Washington, D. C. 20009

American Psychological
Association
17th Street & Rhode Island
Avenue, N. W.
Washington, D. C. 20036

Association of American
Railroads
Transportation Building
Washington, D. C. 20036

American Railway
Engineering Association
59 East Van Buren Street
Chicago, Illinois 60605

National Association of Real
Estate Boards
36 South Wabash Avenue
Chicago, Illinois 60603

National Retail Merchants
Association
100 West 31st Street
New York 1, New York

American Road Builders
Association
918 16th Street
Washington 6, D. C.

Rubber Manufacturers Association
444 Madison Avenue
New York 22, New York

Soil Conservation Society of
America
7515 N. E. Ankeny Road
Ankeny, Iowa

American Institute of Steel
Construction
101 Park Avenue
New York 17, New York

National Tool, Die, and
Precision Machinery
Association
907 Public Square Building
Cleveland, Ohio 44113

American Society of Traffic
and Transportation
22 West Madison Street
Chicago, Illinois 60602

American Trucking Associations
1616 P Street, N. W.
Washington, D. C. 20036

American Veterinary Medical
Association
600 South Michigan Avenue
Chicago, Illinois 60605

American Vocational Association
1025 15th Street, N. W.
Washington, D. C. 20005

American Society of Zoologists
% Dr. Jon W. Saunders
Department of Biology
Marquette University
Milwaukee 3, Wisconsin

INDEX

To provide easy access to the Sources, two separate indexes are provided. The organization index lists all sources alphabetically.

The title index has been divided into two sections - one which includes occupational information about jobs for which college is a necessity and one which lists occupations which do not require a formal four-year college education. In parentheses, E refers to material aimed primarily toward elementary school children, J to junior high students, S to senior high students, and P to post-high school information.

Organization Index

Page

Air Transport Association.......... 29
Alabama Department Of Industrial Relations.......... 11
Alp Publications, Inc.......... 29
American Council On Education.......... 55
American Guidance Service, Inc.......... 29
American Personnel & Guidance Association.......... 55
American Vocational Association.......... 57
Arizona State Employment Service.......... 11

Bellman Publishing Company.......... 30
B'nai B'rith Vocational Service.......... 57
Bruce Publishing Company.......... 31
Bureau Of Apprenticeship And Training.......... 4
Bureau Of Employment Security.......... 6

California Department Of Employment.......... 11
Careers.......... 31
Career Development Office.......... 33
Career Information Service.......... 33
Chronicle Guidance Publications, Inc.......... 34
Columbia University Press.......... 35

Department Of Defense.......... 23
Department Of Ministry, National Council Of Churches.......... 36
E. P. Dutton & Company, Inc.......... 37

Edu · Cast, Inc.......... 38
Educational Relations.......... 38
Educators Progress Service.......... 38

J. G. Ferguson Publishing Company.......... 39
Finney Company.......... 39

Georgia State Department Of Education.......... 11
Guidance Associates, Harcourt, Brace & World.......... 40
Guidance Centre, The.......... 42

Harper & Row, Publishers.......... 42
Hawthorne Books, Inc.......... 43

Illinois State Employment Service.......... 12
Indiana Employment Security Division.......... 12
Iowa State Employment Service.......... 13

Organization Index (Continued)

Page

Robert R. Knapp, Publisher 43

J. B. Lippincott Company 44

Maine Cooperative Extension Service 13
Julian Messner, Publishers 44
Michigan Employment Security Commission 13
Minnesota Department Of Employment Security 13
Mississippi Employment Security Commission 14
Missouri State Department Of Education 14

National Research Bureau, Inc., The 45
New Jersey State Employment Service 14
New Mexico Employment Security Commission 14
New York State Department Of Labor 14

Occupational Outlook Service, Bureau Of Labor Statistics 7
Ohio State Bureau Of Employment Service 8, 15
Ohio State Department Of Education 16, 25
Oklahoma Employment Security Commission 18

Personnel Services, Inc 45
Pratt Institute 45
Prentice-Hall, Inc 45
Public Affairs Committee, Inc 46

Rand McNally And Company 47
Richards Rosen Press, Inc 47

Science Research Associates, Inc 47
Simon And Schuster, Inc 49
South Carolina Employment Security Commission 18
Southern Baptist Convention 50
Superintendent Of Documents 3

Tennessee Department Of Employment Security 18

U. S. Air Force 23
U. S. Army 24
U. S. Civil Service Commission 5
U. S. Marine Corps 25
U. S. Navy 25

Organization Index (Continued)

Page

Vocational Films.. 50
Vocational Guidance Manuals............................... 51

Henry Z. Walck, Inc....................................... 51
H. W. Wilson Company...................................... 52
Women's Bureau, Wage And Labor Standards Administration..... 8
Wyoming Employment Security Commission.................... 19

Other Professional Organizations.......................... 61

Title Index

Non-College

Page
A Guide To Occupational Training (S) 25
Aim High Vocational Guidance Series (S) 47
Alabama Job Guide For Young Workers (S) 11
American Vocational Journal 56
An Employers Guide To On The Job Training (S) 4
Apprenticeship - Past And Present (S) 3
Arizona Occupational Outlook Handbook (S) 11
Army Opportunities (S) 24

Bibliography For Your Guidance (E,J,S) 17
B'nai B'rith Vocational Service (S) 57
Bureau Of Employment Security Publications (S) 6

California Occupational Guide Index (S) 11
Can I Get A Job? Lets Find Out (J,S) 38
Career Briefs (J,S) 31
Career Briefs, Kits, Information, Microfilms, Summaries, Posters (J,S) 31
Career Information Kit (S) 47
Career Information Service Booklets (J,S) 33
Career Monographs (S) 30
Careers For Tomorrow Series (S) 51
Careers In Depth Series (S) 47
Characteristics Of Professional Workers (S) 3
Chronicle Career Index (J,S) 34
Chronicle Occupational Library (J,S) 34
Chronicle "3 in 1" Guidance Service (J,S) 35
Church Occupations Listing (J,S,P) 37
Counselors Guide To Occupational And Other Manpower Information 3
Counselors Information Service (S) 57

Dictionary Of Guidance Terms (S,P) 39
Dictionary Of Occupational Titles (S) 3

Education And Manpower (S,P) 36
Educational Opportunities In The U. S. Air Force (S) 23
Educators Guide To Free Guidance Materials (E,J,S) 38
Elementary School Guidance And Counseling (E) 56
Encylopedia Of Careers And Vocational Guidance (J,S,P) 39

Title Index, Non-College (Continued)

Page

Finding Your Job (S) 39

G C Occupational Information Monographs (S) 42
Georgia Series Of Guidance And Counseling Reports (S,P) 11
Guidance Associates Filmstrips (J,S,P) 40
Guidelines To Preparation And Evaluation Of Occupational Films 56
Guide To Local Occupational Information (S) 7
Guide To Preparing A Resumé (S,P) 15

Handbook Of Job Facts (S) 48
Help Yourself To A Job (S) 40
High School News Service Report (S) 23
How To Train Workers On The Job (P) 5

Illinois Job Guides (S) 12
Industrial Arts And Vocational Education 31
Iowa Job Guides (S) 13

Job Family Series (J,S) 48
Job Guide For Entry Occupations In South Carolina (S,P) 18
Job Guide For Young Workers (S) 3
Joint Apprenticeship And Training Committee Handbook (S) 5
Junior Guidance Series - Grade 6-9 (J) 49

Leader's Guide To Let's Explore Your Career (J,S) 13
Let's Explore Your Career (J,S) 13
Lippincott Career Series (J,S) 44
Looking Ahead To A Career - 1967 (J,S) 7
Looking At Private, Trade, And Correspondence Schools (S) 55
Lovejoy's Career And Vocational Guide (S) 49

Man, Education And Work 55
Manpower And Employment Trends In Tennessee (P) 18
Metallurgy Careers, Profiles, and Opportunities (S) 33
Michigan Occupational Guides (S) 13
Military Research Series (S) 47
Minnesota Occupational Outlook (S,P) 13
Mississippi Occupational Guides (S) 14

National Manpower Council Statements (S,P) 35
National Research Bureau Pamphlets And Posters (J,S) 45
Navy Enlisted Occupational Handbook (S) 25

Title Index, Non-College (Continued)

	Page
Need A Job (P)	5
Negro Women Workers In 1960 (P)	3
New Jersey Job Guides (S,P)	14
New Mexico Occupational Guides (S,P)	14
New Vocational Pathways For The Mentally Retarded	56
NVGA Bibliography Of Current Occupational Literature	55
Occupational Characteristics (P)	4
Occupational Exploration Kit (S)	48
Occupational Guidance (S)	39
Occupational Index (J,S)	45
Occupational Literature (S)	52
Occupational Outlook Handbook (S)	4
Occupational Outlook Handbook Reprints (S)	7
Occupational Outlook Quarterly (S)	4
Occupation By Industry (P)	4
Occupation, Earning, And Education (S,P)	4
Occupations, Professions, & Job Descriptions, Price List, (S,P)	45
Ohio Apprenticeship Notebook (S)	16
Ohio Employment Information Series (S)	15
Ohio Public Technical Education Notebook (S)	17
Ohio Vocational Education Notebook (S)	17
Oklahoma Selected Labor Market Publications (S,P)	18
Pathways To Your Future - The Job Resumé And Letter Of Application (S)	30
Planned Training - Your Future Security (S)	5
Planning My Future (J,S)	29
Pocket Guide To Air Force Opportunities (S)	24
Seeing Ourselves (S)	30
Setting Up An Apprenticeship Program (P)	5
Sextant Series For Exploring Your Future (J,S)	29
Sources Of Occupational Information (E,J,S,P)	14
So You Want To Be - Series (S)	51
Teachers Guide To Group Vocational Guidance (J,S)	31
The Information Service In Guidance	47
The Job Finders (S,P)	31
The National Apprenticeship Program (S)	4
The Personnel And Guidance Journal	56

Title Index, Non-College (Continued)

Page
Train For A Skilled Job Through Apprenticeship (P).......... 5
Train For A Skilled Trade Through Apprenticeship (P)........ 5

United States Air Force Airman Occupational Handbook (S).... 24
U. S. Civil Service Pamphlets (S)........................... 5

Vocational Guidance Manuals (S)............................. 51
Vocational Guidance Quarterly............................... 56
Vocational Guidance Series.................................. 43

Widening Occupational Roles Kit (Work) (J).................. 49
Women In The Air Force Booklet (S).......................... 24
World Of Work Filmstrips (E)................................ 38
Wyoming Career Library (J,S)................................ 19

Your Future Tapes (J,S)..................................... 41

Title Index

College

Page

American Vocational Journal.............................. 56

B'nai B'rith Vocational Service (S)...................... 57

Career Briefs (J,S)...................................... 45
Career Briefs, Kits, Information, Microfilms, Summaries, Posters (J,S)................................. 31
Career Information Kit (S)............................... 47
Career Information Service Booklets (J,S)................ 33
Career Monograph (S)..................................... 30
Careers For Tomorrow Series (S).......................... 51
Careers In Depth Series (S).............................. 47
Chronicle College Entrance View Deck (S)................. 34
Chronicle Occupational Library (J,S)..................... 34
Chronicle "3 in 1" Guidance Service (J,S)................ 35
Church Occupations Listing (J,S,P)....................... 37
College And Career (S)................................... 50
Counselor Information Service (S)........................ 57
Counselor Manual For How About College Financing......... 55

Dictionary Of Guidance Terms (S,P)....................... 39
Dictionary Of Occupational Titles (S).................... 3
Dutton Career Book Series (S)............................ 37

Education And Manpower (S,P)............................. 36
Educators Guide To Free Guidance Materials (E,J,S,P)..... 38
Elementary School Guidance And Counseling (E)............ 56
Encylopedia Of Careers And Vocational Guidance (J,S,P).... 39

Financial Aid For Professional And Graduate Education (S,P). 36
From Campus To Career (S,P).............................. 14

Guidance Associates Filmstrips (J,S,P)................... 40
Guidance Counselors Packet............................... 46
Guide To Careers Through College Majors (S).............. 43
Guide To Preparing A Resumé (S,P)........................ 15

Handbook Of Job Facts (S)................................ 48
Harper And Row Professional Series (S)................... 42

Job Family Series (J,S).................................. 48
Junior Guidance Series - Grade 6-9 (J)................... 49

Title Index, College (Continued)

Page
Lets Explore Your Career (J,S) 13
Lippincott Career Series (J,S) 44
Looking Ahead To A Career - 1967 (J,S) 7
Lovejoy's Career And Vocational Guide (S) 49

Messner Career Books (J,S) 44
Metallurgy Careers, Profiles, And Opportunities (S) 33
Ministry, Should I Consider (S) 37

National Manpower Council Statements (S,P) 35
National Research Bureau Pamphlets And Posters (J,S) 45
Negro Women Workers In 1960 (P) 3
NVGA Bibliography Of Current Occupational Literature 55

Occupational Characteristics (S,P) 4
Occupational Exploration Kit (S) 48
Occupational Guidance (S) 39
Occupational Index (J,S) 45
Occupational Literature (S) 52
Occupational Outlook Handbook (S) 4
Occupational Outlook Handbook Reprints (S) 7
Occupational Outlook Quarterly (S) 4
Occupations, Professions, & Job Descriptions, Price Lists, (S,P) 45
Ohio College Notebook (S) 17
Ohio Employment Information Series (S) 15

Pathways To Your Future - The Job Resume And Letter Of Application (S,P) 30
Planning My Future (J,S) 29
Prentice-Hall Professional Books For Counselors 45

Seeing Ourselves (E) 30
Sextant Series For Exploring Your Future (J,S) 29

Teachers Guide To Group Vocational Guidance (J,S) 31
The Job Market For Engineers, Scientists, And Technicians (S) 7
The Personnel And Guidance Journal 56

Vocational Guidance Quarterly 56

Widening Occupational Roles Kit (J) 43
World Of Work Filmstrips (E) 38
Wyoming Career Library (J,S) 19